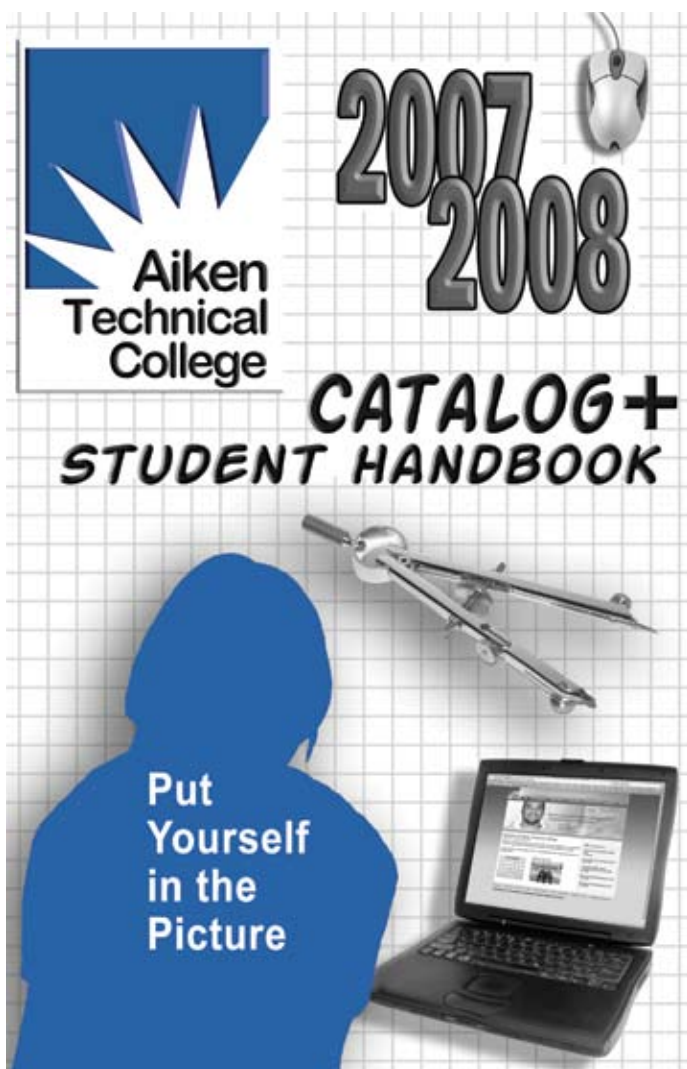


This is the online version of the **2007-08 ATC college catalog and student handbook**. Printed versions of the catalog are available at the Student Services office on campus. Catalogs are not mailed out.

The electronic version of the catalog is identical to the printed document except some graphics have been removed to allow for faster downloading.



# 2007-2008 CATALOG

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Aiken Technical College is accredited by the Commission on Colleges of the **Southern Association of Colleges and Schools** [1866 Southern Lane, Decatur, Ga. 30033-4097, telephone number (404) 679-4501] to award associate's degrees.

This catalog, which becomes effective June 2007, is for information only and does not constitute a contract. The College has the right to change, modify or alter without notice all fees, charges, tuition, expenses and costs of any kind.

Aiken Technical College is an equal educational opportunity institution. Faculty, staff and students are admitted, employed and treated without regard for sex, color, age, religion, national origin or disability. Aiken Technical College complies with Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, Sections 503/504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Vietnam Era Veterans Re-adjustment Assistance Act, as well as other applicable federal and state laws. Inquiries concerning this statement of non-discrimination may be addressed to: President, Aiken Technical College, P.O. Box 400, Graniteville, S.C. 29829; Director of Human Resources, Aiken Technical College, P.O. Box 400, Graniteville, S.C. 29829; or Director, Office of Civil Rights, Department of Education, Washington, D.C. 20201.

Aiken Technical College makes no claim that a particular course of study will guarantee a certain position of employment.

Aiken Technical College reserves the right to change admission requirements in any manner it deems necessary. The College also reserves the right to drop, add or change the arrangement of courses, curricula, academic standards or requirements for retention or graduation. Changes in regulations go into effect when

announced by faculty or the administration. New regulations may govern both continuing and new students without actual notice to individual students. Information on changes will be available from academic advisors or appropriate administrative offices and will be published in subsequent issues of the catalog.

## CATALOG RIGHTS

A student admitted to the College is granted the right to complete programs as stated in the college catalog at the time of initial matriculation to the program if the student continuously earns credit each semester, not including summer terms. The maximum time for a student to maintain catalog rights is seven years.

The College reserves the right to make changes in course requirements as long as the total number of credits required for completion of the program does not change. A student who must reapply for admission enters the College under the catalog in effect at the time of readmission.

## Aiken Technical College

P. O. Drawer 696  
Aiken, S.C. 29802

**Toll-Free:** 1-800-246-6198 (Aiken County)

**Phone:** (803) 593-9231

**Web:** [www.atc.edu](http://www.atc.edu)

# Table of Contents

<b>Aiken Technical College.....</b>	<b>1-10</b>
Academic Calendar.....	6
Welcome to ATC/History of ATC.....	7-9
Vision, Mission, Values and Purpose.....	10
<b>Admissions and Enrollment.....</b>	<b>11-36</b>
Admission Policies and Procedures.....	12-23
Transfer: State Policies and Procedure.....	16-23
Technical College Courses Transferable to Public Senior Institutions.....	22-23
Tuition and Fees.....	24-26
Financial Aid.....	27-36
<b>Academic Policies.....</b>	<b>37-47</b>
<b>Student Life and Resources.....</b>	<b>48-58</b>
Student Services.....	49-53
Student Activities.....	54
Academic Support Services.....	55-56
General Information.....	57-58
<b>Programs of Study.....</b>	<b>59-106</b>
Program List.....	60-61
Associate in Arts/Associate in Science Transfer Degrees.....	62-65
Business.....	66-71
Computer Technology.....	72-76
Engineering Technology.....	77-79
Health.....	80-89
Industrial and Occupational Technology.....	90-96
Office Systems Technology.....	97-99
Public Service.....	100-106
<b>Course Descriptions.....</b>	<b>107-154</b>
Course Lists.....	108-109
Accounting.....	109-110
Air Conditioning and Refrigeration Technology.....	110

# Table of Contents

---

Allied Health.....	110-111
Art.....	111
Automotive Technology.....	111-113
Biology.....	113-114
Business.....	114-115
Surveying.....	116
Chemistry.....	116
College Skills.....	116
Computer Technology.....	116-120
Criminal Justice.....	120-121
Cooperative Work Experience.....	121
Dental Assisting.....	121-122
Early Childhood Development.....	123-125
Economics.....	126
Industrial Electricity/Electronics.....	126
Electronics Engineering Technology.....	127-128
Engineering Technology.....	129
Engineering Graphics Technology.....	129-130
English.....	130-131
Geography.....	132
Health Information.....	132-133
History.....	133
Human Services.....	133-134
Interdisciplinary Studies.....	135
Industrial Maintenance Technology.....	136
Information Sciences Technology.....	136
Journalism.....	136
Legal Assistant.....	137-138
Mathematics.....	138-139
Medical Assisting.....	139-140
Management.....	140-141
Marketing.....	141
Machine Tool Technology.....	141-142
Music.....	142
Nursing.....	143-144

# Table of Contents

---

Office Systems Technology.....	144-145
Philosophy.....	145-146
Physics.....	146
Political Science.....	146-147
Psychology.....	146-147
Radiologic Technology.....	147-149
Reading.....	149
Religion.....	150
Sports Fitness Technology.....	150
Sociology.....	150
Spanish.....	150-151
Public Speaking.....	151
Surgical Technology.....	151-152
Theatre.....	152
Welding Technology.....	152-154

**Workforce and Business Development (Continuing Education).. 155-184**

**Faculty and Staff..... 185-192**

**Catalog Index..... 193-203**

**Student Handbook (Table of Contents on Pages 206-207)..... 205-256**

**Detailed Maps of Campus Buildings ..... 241-255**

# 2007-2008 Academic Calendar

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## FALL SEMESTER 2007

<b>Term 1 (full semester)</b> .....	<b>August 20-December 3</b>
<b>Term 2 (half semester)</b> .....	<b>August 20-October 8</b>
<b>Term 3 (half semester)</b> .....	<b>October 9-December 3</b>
Centralized Registration for Terms 1, 2 and 3.....	August 14-15
First Day of Classes for Terms 1 and 2.....	August 20
Labor Day - College Closed.....	September 3
Midterm, Term 2.....	September 11
Last Day to Apply for Graduation this Term.....	September 14
Midterm for Term 1/Last Day of Class for Term 2.....	October 8
First Day of Classes for Term 3.....	October 9
Midterm, Term 3.....	November 6
Thanksgiving Holiday - No Classes.....	November 22-23
Last Day of Weekday Classes for Terms 1 and 3.....	December 3
Final Exams.....	December 4-10
Semester Break - College Closed.....	December 19-31

## SPRING SEMESTER 2008

<b>Term 1 (full semester)</b> .....	<b>January 7-April 21</b>
<b>Term 2 (half semester)</b> .....	<b>January 7-February 25</b>
<b>Term 3 (half semester)</b> .....	<b>February 26-April 21</b>
Centralized Registration for Terms 1,2 and 3.....	January 3
First Day of Classes for Terms 1 and 2.....	January 7
Martin Luther King, Jr. Day - College Closed.....	January 21
Midterm, Term 2.....	January 29
Last Day to Apply for Graduation to participate in ceremony.....	February 15
Midterm for Term 1/Last Day of Class for Term 2.....	February 25
First Day of Classes for Term 3.....	February 26
Midterm, Term 3.....	March 18
Spring Break - No Classes.....	April 7-11
Last Day of Weekday Classes for Terms 1 and 3.....	April 21
Final Exams.....	April 22-25
Graduation.....	May 1

## SUMMER SEMESTER 2008

<b>Term 1 (full semester)</b> .....	<b>May 5-July 17</b>
<b>Term 2 (half semester)</b> .....	<b>May 5-June 5</b>
<b>Term 3 (half semester)</b> .....	<b>June 9-July 17</b>
Centralized Registration for Terms 1,2 and 3.....	April 30
First Day of Classes for Terms 1 and 2.....	May 5
Maymester.....	May 12-30
Last Day to Apply for Graduation this Term.....	May 16
Midterm for Term 1/Last Day of Class for Term 2.....	June 5
First Day of Classes for Term 3.....	June 9
Independence Holiday - No Classes.....	July 4
Independence Holiday Break - No Classes.....	June 30-July 4
Last Day of Classes for Terms 1 and 3.....	July 17

# Welcome to Aiken Technical College

Welcome to Aiken Technical College and all the opportunities it will offer you. I am excited that you have selected our college community to assist you in reaching your educational and career goals.

Aiken Technical College truly is a community of faculty and staff working toward one purpose — to bring the best in education and training to you. The College will encourage you to fulfill your career and educational interests through one of our many credit and continuing education offerings. Whether you are interested in University Transfer, Technical Scholars or one of the other 80+ programs we offer, ATC has something for you. And with newly constructed facilities now in use, Aiken Technical College continues to grow and develop new programs for emerging employment needs in the greater Aiken County area and beyond.

In addition to excellent educational programs, Aiken Technical College offers a wide range of support services to address special needs that may arise while you are enrolled at the College. Counselors, academic advisors, financial advisors, and many others stand ready to make your educational experience rewarding and successful.

When you are nearing completion of your studies, the placement office will help you prepare for your job search and direct you toward available jobs.

Extracurricular activities round out your experience at Aiken Technical College. You can choose to participate in one or more activities such as the Phi Theta Kappa Honor Society, the Student Government Association, intramural sports, or a variety of student clubs. Our men's basketball team and women's fast-pitch softball team are great fun to watch.



I hope that you will take advantage of the opportunity to learn outside the classroom as well as inside the classroom.

The entire College community extends its welcome to you. We are pleased that you have chosen Aiken Technical College to be your pathway to success.

**Susan A. Winsor, Ph.D.**  
**President**

# History of Aiken Technical College

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Classes for what is now Aiken Technical College began in temporary facilities in Aiken in the fall of 1972. One hundred and seventy-seven students enrolled in the first class of what was then the Aiken Technical Education Center. The current campus opened in the winter of 1973.

The original ATC campus consisted of three buildings constructed at a cost of \$2.3 million — \$800,000



provided by Aiken County and the remainder from federal education grants.

Founding President Ashley J. Little led ATC from its beginning as a vocationally based training center to its accreditation as a two-year technical college in 1975. The College's name was changed to Aiken Technical College in 1977. President Little also presided over the campus' second phase expansion, a \$3.5 million addition of buildings, classrooms, laboratories and a greatly expanded library. President Little served ATC and the South Carolina Technical College system for 14 years before his retirement in 1984.

Dr. Paul L. Blowers became the second president of ATC in July 1984. During the decade that Dr. Blowers presided over the campus, ATC grew from 1,104 academic and continuing education students to more than 3,300 students. ATC also increased its course offerings, added two college transfer degrees and built a \$3 million Student Activities Center financed by student fees. Dr. Blowers retired in 1994.

Dr. Kathleen A. Noble became the third president of ATC in June 1994. During her tenure, ATC added many allied health, business, and industrial management and

safety courses and programs to its curriculum. The College also developed new partnerships that allowed ATC to provide around-the-clock training and educational services on plant sites. Dr. Noble was a major force in matching College services with areas of the community that might best take advantage of them. The College also broke ground on the \$5.375 million, 40,000-square-foot Dale Phelon Information Technology Center during her tenure. Dr. Noble left ATC in 1999.

Dr. Susan A. Winsor became ATC's fourth president in September 1999. She oversaw the construction of the Dale Phelon Information Technology Center that opened for classes in the fall of 2000. She also oversaw the construction of the \$3 million, 30,000-square-foot CSRA Manufacturing and Technology Training Center that came online in the summer of 2001. When classes began in the fall of 2003, students and faculty welcomed the opening of the campus' latest addition under her leadership, a \$7.6 million, 52,671-square-foot Health and Science Building.

Aiken Technical College dedicated its student commons in honor of Senator Tommy L. Moore in the spring of 2004, in recognition of his efforts to ensure that the Health and Science Building remained in the 1999 bond bill and that the Dale Phelon Information Technology Center remained in the 1997 bond bill.





# History of Aiken Technical College

The 700 Building came back online in January 2005 after extensive and complete renovation, and now provides students with an academic success center and a testing center, as well as a revitalized campus amphitheater, which is often used for community meetings and events.

Renovations on the Ashley J. Little Administration Building were begun in 2006 and were to be completed in 2007.

While the ATC campus has grown, so has its enrollment. More than 3,500 students enroll in credit courses annually, and ATC's non-credit offerings reach nearly 14,000 people each year.

More than three decades after its founding, ATC has grown into a multi-service, two-year comprehensive college offering numerous educational opportunities in college transfer, health, public service, business, industrial technology, engineering technology, office systems technology and computer technology programs.



# ATC Vision, Mission, Values and Purpose

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## ATC Vision

We envision Aiken Technical College as a catalyst for developing educated, engaged, and employable individuals whose collective energy will be the driving force for prosperity and quality of life in our diverse communities.

## ATC Mission

Aiken Technical College is a public, open-door, two-year, comprehensive institution of higher education established to provide citizens of greater Aiken County opportunities for educational, economic, professional, social, and personal development. The College educates and trains students to provide an effective work force to support economic growth and community development through its focus on teaching and service.

## ATC Values

ATC's core values define the College and provide the environment for all decisions and actions. These core values are:

### Education

Education is the key to individual improvement and community economic development in a complex technological society.

### Commitment to Students

Students deserve the finest instruction, resources, and services to enhance their growth and development.

### Excellence

The College promotes excellence in personnel, programs, and work environment while encouraging integrity, accountability and respect for individuals.

### Community

Partnerships which develop solutions to community challenges are important to economic vitality and quality of life.

### Diversity

Respect for diversity is an important part of the educational process.

## Our Purpose

Consistent with its mission and values, Aiken Technical College is dedicated to achieving the following institutional purposes in an exemplary manner:

- Secure the resources needed to support a projected annual enrollment of 3,500-4,500 credit students and 14,000 non-credit students.
- Offer associate degree, diploma and certificate programs which provide students with the knowledge and competencies necessary for initial entry into and advancement in engineering technology, industrial technology, information technology, health, environmental, business and social service careers.
- Prepare students for transfer to four-year institutions.
- Collaborate with secondary and four-year institutions to facilitate transition among educational entities.
- Construct curricula to address core competencies of written and oral communication, math, research, social/interpersonal, problem-solving, computer, and technical skills.
- Develop customized training and technical assistance for public and private sector employers to further economic growth.
- Deliver continuing education courses and special programs to address needs for occupational, vocational, and personal advancement.
- Conduct developmental education to prepare students for the college experience.
- Provide student support and counseling services to further individual student development and success.
- Assist local communities, agencies, and educational institutions to meet specific challenges.

# Admissions

Getting Started at ATC

# Admission Policies and Procedures

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## ADMISSION POLICIES

Aiken Technical College has an "open-door" admission policy, which means any adult citizen who can benefit from available learning opportunities can enroll. Students are placed into specific courses and programs of study based on their potential for success regarding the expected standards of performance.

All applicants must possess a high school diploma or its equivalent or they must be at least 18 years old to be considered for admission into curriculum programs and courses offered by the College. Eligible high school students who desire to enroll in one or more college courses concurrently with their high school classes may do so with the written authorization of their parent(s) or guardian(s) and high school principal.

Non-graduates and graduates of South Carolina high schools who have received a "certificate," not a diploma, are strongly urged to return to their high school district to complete the diploma or GED. However, potential students who meet minimum scores on the College's placement exam will be admitted to the College.

All applicants are required to participate in placement testing (assessment) prior to acceptance. Applicants may seek exemption to this policy according to the criteria stated in college procedures on placement testing. Specific requirements have been established for individual program entrance.

Applicants who require additional preparation for college-level work will be required to enroll in developmental courses to develop the necessary basic skills in English, reading and mathematics or take the classes through the Adult Education Office of the Aiken County School System.

The College reserves the right to refuse readmission to any applicant who has an unacceptable academic or conduct record. Individuals with financial obligations to the College must resolve these obligations before they will be allowed to register for classes.

## ADMISSION PROCEDURES

All applicants must:

1. Complete and return the Application for Admission. There is no application fee. Applications are available from the Admissions and Records Office, Counseling Services Office and online.
2. Schedule and complete the placement test, or submit acceptable SAT or ACT scores. The placement test may be waived for applicants possessing acceptable college work from regionally accredited colleges or universities.

All applicants are asked to submit a copy of their high school transcript. These transcripts are used for financial aid, academic advisement and other purposes. The transcript is required for admission purposes if the applicant is applying for a LIFE scholarship, entry into Nursing or a Health Sciences program or wishes to use the high school transcript to provide evidence of SAT or ACT scores (taken within the last four years) to satisfy placement requirements. Applicants possessing a high school equivalency certificate (GED) or a diploma from an adult basic education program are asked to provide the Admissions and Records Office with documentation of successful GED completion.

Transcripts should be sent to:  
Admissions and Records Office  
Aiken Technical College  
P.O. Drawer 696  
Aiken, S.C. 29802

# Admission Policies and Procedures

## PLACEMENT TESTS

Applicants are placed into specific courses based on successful previous college course work, SAT scores, ACT scores or Aiken Technical College Placement Test. Other admission tests and criteria may be required for admission to specific academic programs.

These special requirements are outlined in the Programs of Study section of the catalog on pages 59-106.

Applicants for curriculum programs must be tested for course placement unless exempted. Exemptions may be granted if an applicant meets one or more of the following criteria:

1. The applicant has earned a grade of "C" or better in appropriate college-level English and college-level algebra courses taken at a regionally accredited college or university.
2. The applicant has earned advanced placement credit for English and/or mathematics on CLEP and/or AP exams recognized by the College.
3. The applicant has taken the Aiken Technical College Placement Test (COMPASS).
4. The applicant has earned an associate's degree or higher from a regionally accredited college or university (must include college-level English and algebra).
5. The applicant is not pursuing an academic award and desires to be admitted to take a specific course or courses as a Career Development student. The applicant must meet course prerequisites or have acquired an associate's degree or higher from a regionally accredited college or university.

Students taking the placement test in the Test Center (page 55) must present their Social Security card for verification.

Students with documented disabilities may request special placement testing accommodations to ensure optimum performance by contacting the Counseling Services Office.

## PROGRAM ADMISSION REQUIREMENTS

Individual programs may have additional admission requirements. Information about such requirements may be obtained from the Admissions and Records Office or a program advisor.

## REGISTRATION FOR CLASSES

Academic registration is designed to establish student/advisor rapport in a relaxed environment and to allow the student to complete the registration process in a non-stressful time frame. Open registration usually begins six to eight weeks before the semester starts.

After acceptance to the College, new/transfer students are notified by the Admissions and Records Office to meet with their advisor to select courses and register. A continuing student must make an appointment with his/her academic advisor to discuss academic progress and to select courses.

To confirm registration, the student must pay fees and tuition during the regular period stated in the class schedule. A student who has not paid fees by the specified date will have his/her schedule deleted. These students must re-register for courses and pay the re-enrollment fee.

Centralized registration is held two to three days prior to the beginning of classes. By this time, some classes may no longer be available.

# Admission Policies and Procedures

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Therefore, a student is encouraged to register and pay before the end of the open registration period.

Late registration is held during the first few days of the term. A student is assessed an additional fee for late registration.

Enrolled students may change their class schedules during the add/drop period in the first week of the term. Students are responsible for any work covered from the first day of classes.

## RESIDENT STATUS

A legal resident of South Carolina is one who has his/her legal domicile in the state for a period of 12 months prior to the first day of the semester.

It is important that each applicant for admission and each enrolled student understand the regulations governing resident status and know his/her resident status for tuition and fee payment. A person incorrectly classified as a resident is subject to reclassification and payment of all non-resident fees.

If an incorrect classification results from false or concealed facts, a student may be charged tuition and fees retroactively at the out-of-state rate. Inquiries regarding residency status should be directed to the Admissions and Records Office.

## SPECIAL ADMISSION CATEGORIES

### Allied Health Students

Students interested in any of ATC's Allied Health Sciences Programs resulting in degrees, diplomas or certificates must go through a separate Allied Health application process. Allied Health information packets are available in the Admissions and Records Office.

Many of these programs are highly selective. Students must meet additional requirements in order to qualify for admission.

### Career Development Students

An applicant who is not pursuing an academic award and desires to be admitted to take specific courses as a Career Development student must meet course prerequisites or have acquired an associate's degree or higher from a regionally accredited college or university. If a student chooses to change to a regular program of study at a later date, placement tests may be necessary. Undecided students not selecting a specific program of study may be placed in Career Development status.

A Career Development student is not eligible for Federal financial aid programs (e.g. Pell Grants), S.C. State financial aid programs, scholarships or Veterans Benefits.

### International Students

In addition to meeting regular college and program admission requirements, international applicants must also meet the following requirements if an Immigration and Naturalization Form I-20 is required:

1. Be 18 years old, and present evidence of successful completion of a secondary level program. This evidence must be in the form of a transcript or other traditional document from the institution. The document(s) must be accompanied by a certified English translation, if not in English.
2. Earn a minimum score of 500 (190 on computerized version) on the Test of English as a Foreign Language (TOEFL), and submit an official score report.
3. Provide evidence or affidavit verifying adequate financial support.
4. Show proof of health insurance with an American insurance carrier.

# Admission Policies and Procedures

Additional information about international admissions can be obtained from the Admissions and Records Office. An international student should begin the admission process at least six months prior to the semester for which he/she seeks admission.

## Readmission/Readmitted Students

Former Aiken Technical College students who were not enrolled for the preceding two semesters (excluding the summer semester) and who wish to re-enroll must complete a new application for admission prior to re-entry. Students who have attended another college during the interim should ask that college to send an official transcript to the Admissions and Records Office.

Applicants for readmission must meet current admissions criteria (including testing and placement requirements) and satisfy graduation requirements in effect at the time of readmission.

## Senior Citizens

Applicants who are at least 60 years of age and legal residents of South Carolina may enroll in classes on a space-available basis without paying tuition. These applicants must meet regular admission requirements, submit an application and pay all applicable fees other than tuition.

Senior citizens who are employed full-time are not eligible for a tuition waiver.

## Transfer Students

Applicants who have attended a regionally accredited college or university should request that all colleges previously attended send official transcripts directly to the ATC Admissions and Records Office.

These transcripts will be reviewed to determine whether the placement testing requirement

will be waived and if transfer credit may be awarded. Unofficial transcripts are used only for admission purposes and are not evaluated. Transfer students are urged not to enroll in any course(s) for which transfer credit is being sought until the transfer question is resolved.

If a current catalog from the college where previous courses were taken is not on file, the student is responsible for providing a catalog with official descriptions of courses to accompany the transfer request.

## Transfer Credit

The Admissions and Records Office evaluates "official" college transcripts for transfer of credit for applicants and students. Official transcripts are sent directly from one college to another, presented in a sealed envelope from the previous college or sent via electronic data exchange. If the transcript is opened it will not be considered official

The Admissions and Records Office posts the approved course(s) to the student's transcript, and sends the student a copy of the evaluation form.

The following criteria are used to determine acceptability of prior college course work for advanced standing:

1. The final grade for the course(s) must be "C" or better.
2. The course(s) must have been taken at a regionally accredited institution; if from a nonregionally accredited foreign post-secondary institution, the courses must have been recommended by the NACES-member external evaluation service.
3. The course(s) must be applicable to the AA/AS or technical program in which the student plans to enroll in order for the course to be considered for graduation.
4. The course(s) must be college-level; no course that is remedial/developmental in nature will be accepted.



# Admission Policies and Procedures

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5. A major consideration in the evaluation of a course for transfer of credit is the equivalency of that course to an ATC course.

## Transfer Credit Limitation

A student must take and earn a minimum of 25 percent of credits required for graduation from a degree, diploma or certificate program of study at ATC.

Regardless of the comparability of courses and the number of courses successfully completed at other accredited post-secondary institutions, a student must successfully complete a minimum of three higher-level courses (as determined by the academic advisor) representative of the major program or discipline at ATC. The total of both courses accepted for transfer and courses exempted cannot exceed 75 percent of the credits required for completion of a program.

**LIFE GPA:** Transfer students are required to provide official high school and college transcripts for each institution attended. All college coursework attempted at another institution or while in high school will be calculated into the LIFE GPA formula. Students who wish to be considered for the LIFE Scholarship must request a LIFE GAP calculation by the Admissions & Records Office and complete a LIFE Scholarship Assessment Form.

## Transient Students

A student already accepted or enrolled at another college may enroll as a transient student at ATC in order to transfer credits back to the primary college.

The transient student should be advised by the primary college concerning recommended courses to be taken at ATC.

An applicant for transient student status must submit an ATC application for admission along with a form/letter from the primary college specifying courses to be taken at ATC and transferred to the student's "home" college. It is the responsibility of the transient student to request that an ATC transcript be sent to the primary college after completion of ATC courses.

The Commission on Higher Education for the State of South Carolina coordinates post-secondary education in public-supported institutions, including policies and procedures for students and their course credits transfer among these institutions.

## TRANSFER POLICIES

The Commission has established transfer policies and procedures which all public institutions must follow. These procedures as issued by the Commission are published on pages 16-23 of this catalog.

### Chief Transfer Officer (Counselor)

The chief transfer officer at Aiken Technical College is located in Room 107D of the Ashley J. Little Building and may be reached by calling 803-593-9231, ext. 1521. This office coordinates the advising of transfer students. All students may consult the College Transfer Credit Guide in the Counseling Services Office.

### Courses Approved for Transfer

Under the Statewide Articulation Agreement: technical college courses may be transferable to public senior institutions. The courses listed on pages 22-23 of this catalog are approved for transfer. Consult the Course Listings section to determine which courses are offered at ATC.

A student enrolled in a program other than Associate in Arts or Associate in Science should consult the department chair of his or her program of study or the chair's designee



# Admission Policies and Procedures

for questions concerning transfer of courses into that program's curriculum. For further information regarding transfer, students may access the Commission on Higher Education's web site at <http://che400.state.sc.us> or Aiken Technical College's web site at [www.atc.edu](http://www.atc.edu).

## Statewide Agreement on Transfer and Articulation

### Preface

On May 2, 1996, the Commission on Higher Education (CHE) approved unanimously the statewide agreement on transfer and articulation. That policy follows this preface in the form of the Regulations and Procedures for Transfer. Minor changes have occurred in the document since its approval. These changes are reflected in the document as it appears here.

The policy that was approved on May 2, 1996, also incorporated decisions made by the Commission in 1995 as part of the Commission's implementation of the South Carolina School-to-Work Act. Although the text of the 1996 policy that follows makes reference to documents related to these decisions, these earlier documents have not been printed here since in some cases they are redundant and in other cases they were superseded by events or by the 1996 policy of the Commission. Copies of the documents approved in 1995 that were incorporated into the 1996 policy are, however, still available by contacting the Commission by mail, telephone, or fax at the addresses listed on the home page.

## Regulations and Procedures for Transfer in Public Two-Year and Public Four-Year Institutions in South Carolina as Mandated by Act 137 of 1995

### Background

Section 10-C of the South Carolina School-to-Work Transition Act (1994) stipulates that the Council of College and University

Presidents and the State Board for Technical and Comprehensive Education, operating through the Commission on Higher Education, will develop better articulation of associate and baccalaureate degree programs. To comply with this requirement, the Commission upon the advice of the Council of Presidents established a Transfer Articulation Policy Committee composed of four-year institutions' vice presidents for academic affairs and the Associate Director for Instruction of the State Board for Technical and Comprehensive Education. The principal outcomes derived from the work of that committee and accepted by the Commission on Higher Education on July 6, 1995, were:

- ◆ An expanded list of 74 courses which will transfer to four-year public institutions of South Carolina from the two-year public institutions;
- ◆ A statewide policy document on good practices in transfer to be followed by all public institutions of higher education in the State of South Carolina, which was accepted in principle by the Advisory Committee on Academic Programs and the Commission;
- ◆ Six task forces on statewide transfer agreements, each based in a discipline or broad area of the baccalaureate curriculum.

In 1995 the General Assembly passed Act 137 which stipulated further that the South Carolina Commission on Higher Education "notwithstanding any other provision of law to the contrary, will have the following additional duties and functions with regard to the various public institutions of higher education." These duties and responsibilities include the Commission's responsibility "to establish procedures for the transferability of courses at the undergraduate level between two-year and four-year institutions or schools." This same provision is repeated in the legislation developed from the Report of the Joint Legislative Study

# Admission Policies and Procedures

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Committee, which was formed by the General Assembly and signed by the Governor as Act 359 of 1996.

Act 137 directs the Commission to adopt procedures for the transfer of courses from all two-year public to all four-year public institutions of higher education in South Carolina. Proposed procedures are listed below. Unless otherwise stated, these procedures became effective immediately upon approval by the Commission and were to be fully implemented, unless otherwise stated, by September 1, 1997. In September, 2002, CHE expanded the list of 74 transfer course to 86.

## Statewide Articulation of 86 Courses

1. The Statewide Articulation Agreement of 86 courses already approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions (see [Appendix A](#)) will be applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have synonymous courses to ones on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list.

## Admissions Criteria, Course Grades, GPAs, Validations

2. All four-year public institutions will issue annually in August a transfer guide covering at least the following items:

- A. The definition of a transfer student and requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
- B. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic coursework taken

elsewhere, for coursework repeated due to failure, for coursework taken at another institution while the student is academically suspended at his/her home institution, and so forth.

- C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
- D. Institutional procedures used to calculate student applicants' GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they will also describe whether all coursework taken prior to transfer or just coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.
- E. Lists of all courses accepted from each technical college (including the 86 courses in the Statewide Articulation Agreement) and the course equivalencies (including "free elective" category) at the home institution for the courses accepted.
- F. Lists of all articulation agreements with any public South Carolina two-year or other institution of higher education, together with information about how interested parties can access these agreements.
- G. Lists of the institution's Transfer Officer(s) personnel together with telephone and fax numbers, office address and e-mail address.
- H. Institutional policies related to "academic bankruptcy" (i.e., removing an entire transcript or part thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with

# Admission Policies and Procedures

course credit earned in the interim elsewhere is done without regard to the student's earlier record.

- I. "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.
3. Coursework (individual courses, transfer blocks, statewide agreements) covered within these procedures will be transferable if the student has completed the coursework with a "C" grade (2.0 on a 4.0 scale) or above, but transfer of grades does not relieve the student of the obligation to meet any GPA requirements or other admissions requirements of the institution or program to which application has been made.
    - A. Any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.
    - B. Any multi-campus institution or system will certify by letter to the Commission that all coursework at all of its campuses applicable to a particular degree program of study is fully acceptable in transfer to meet degree requirements in the same degree program at any other of its campuses.
  4. Any coursework (individual courses, transfer blocks, statewide agreements) covered within these procedures will be transferable to any public institution without any additional fee and without any

further encumbrance such as a "validation examination," "placement examination/instrument," "verification instrument," or any other stricture, notwithstanding any institutional or system policy, procedure or regulation to the contrary.

## **Transfer Blocks, Statewide Agreements, Completion of the AA/AS Degree**

5. The following Transfer Blocks/Statewide Agreements taken at any two-year public institution in South Carolina will be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs, as follows:
  - ♦ Arts, Humanities, and Social Sciences: Established curriculum block of 46-48 semester hours.
  - ♦ Business Administration: Established curriculum block of 46-51 semester hours.
  - ♦ Engineering: Established curriculum block of 33 semester hours.
  - ♦ Science and Mathematics: Established curriculum block of 51-53 semester hours.
  - ♦ Teacher Education: Established curriculum block of 38-39 semester hours for Early Childhood, Elementary, and Special Education students only. Secondary education majors and students seeking certification who are not majoring in teacher education should consult the Arts, Humanities, and Social Sciences or the Math and Science transfer blocks, as relevant, to assure transferability of coursework.
  - ♦ Nursing: By statewide agreement, at least 60 semester hours will be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina public Associate Degree Program in Nursing

# Admission Policies and Procedures

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(ADN), provided that the program is accredited by the National League of Nursing and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed Registered Nurse. (For complete texts and information about these statewide transfer blocks/agreements, consult the chief transfer officer as listed on page 16.)

6. Any “unique” academic program not specifically or by extension covered by one of the statewide transfer blocks/agreements listed in #4 above will either create its own transfer block of 35 or more credit hours with the approval of CHE staff or will adopt either the Arts/Social Sciences/Humanities or the Science/Mathematics block. The institution at which such program is located will inform the staff of the CHE and every institutional President and Vice President for Academic Affairs about this decision.
7. Any student who has completed either an Associate of Arts or Associate of Science degree program at any public two-year South Carolina institution which contains within it the total coursework found in either the Arts/Social Sciences/Humanities Transfer Block or the Science/Math Transfer Block will automatically be entitled to junior-level status or its equivalent at whatever public senior institution to which the student might have been admitted. (Note: As agreed by the Committee on Academic Affairs, junior status applies only to campus activities such as priority order for registration for courses, residence hall assignments, parking, athletic event tickets, etc., and not in calculating academic degree credits.)

## Related Reports and Statewide Documents

8. All applicable recommendations found in the Commission’s report to the General Assembly on the School-to-Work Act (approved by the Commission and transmitted to the General Assembly on July 6, 1995) are hereby incorporated into the procedures for transfer of coursework among two- and four-year institutions.
9. The policy paper entitled State Policy on Transfer and Articulation, as amended to reflect changes in the numbers of transfer blocks and other Commission action since July 6, 1995, is hereby adopted as the statewide policy for institutional good practice in the sending and receiving of all course credits to be transferred. (Contact the Division of Academic Affairs for copies of this report.)

## Assurance of Quality

10. All claims from any public two- or four-year institution challenging the effective preparation of any other public institution’s coursework for transfer purposes will be evaluated and appropriate measures will be taken to reassure that the quality of the coursework has been reviewed and approved on a timely basis by sending and receiving institutions alike. This process of formal review will occur every four years through the staff of the Commission on Higher Education, beginning with the approval of these procedures.

## Statewide Publication and Distribution of Information on Transfer

11. The staff of the Commission on Higher Education will print and distribute copies of these Procedures upon their acceptance by the Commission. The staff will also place this document and the Appendices

# Admission Policies and Procedures

- on the Commission's Home Page on the Internet under the title "Transfer Policies."
12. By September 1 of each year, all public four-year institutions will place the following materials on their Internet web sites:
    - A. A copy of this entire document
    - B. A copy of the institution's transfer guide
  13. By September 1 of each year, the staff of the State Board for Technical and Comprehensive Education will place the following materials on its Internet web site:
    - A. A copy of this entire document
    - B. Provide to the Commission staff in format suitable for placing on the Commission's web site a list of all articulation agreements that each of the 16 technical colleges has with public and other four-year institutions of higher education, together with information about how interested parties can access those agreements
  14. Each two-year and four-year public institutional catalog will contain a section entitled "Transfer: State Policies and Procedures." Such section at a minimum will:
    - A. Publish these procedures in their entirety (except Appendices).
    - B. Designate a Chief Transfer Officer at the institution who will:
      - ◆ Provide information and other appropriate support for students considering transfer and recent transfers.
      - ◆ Serve as a clearinghouse for information on issues of transfer in the State of South Carolina.
      - ◆ Provide definitive institutional rulings on transfer questions for the institution's students under these procedures.
  - ◆ Work closely with feeder institutions to assure ease in transfer for their students.
  - C. Designate other programmatic Transfer Officer(s) as the size of the institution and the variety of its programs might warrant.
  - D. Refer interested parties to the institutional Transfer Guide.
  - E. Refer interested parties to institutional and Commission on Higher Education's web sites for further information regarding transfer.
  15. In recognition of its widespread acceptance and use throughout the United States, SPEEDE/EXPRESS should be adopted by all public institutions and systems as the standard for electronic transmission of all student transfer data.
  16. In conjunction with the colleges and universities, develop and implement a statewide Transfer Equivalency Database at the earliest opportunity. (As an electronic counseling guide, this computerized, online instrument will allow students and advisors to access all degree requirements for every major at every public four-year institution in South Carolina. Also, the Database will allow students to obtain a better understanding of institutional programs and program requirements and select their transfer courses accordingly, especially when the student knows the institution and the major to which he/she is transferring.)
- ### Development of Common Course System
17. Adopt a common statewide course numbering system for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina, and the senior institutions.
  18. Adopt common course titles and descriptions for common freshman and sophomore

# Admission Policies and Procedures

courses of the technical colleges, two-year regional campuses of the University of South Carolina, and the senior institutions. The Commission will convene statewide disciplinary groups to engage in formal dialogue for these purposes.

(A common course numbering system and common course titles and descriptions for lower-division coursework at all public institutions in the state can help reduce confusion among students about the equivalency of their two-year coursework with lower-division coursework at the four-year level. To this end, a common system leaves no doubt about the comparability of content, credit and purpose among the lower-division courses at all public colleges and universities in South Carolina. It would also help eliminate institutional disagreement over the transferability of much lower-division coursework, thus clearing a path for easier movement between the technical colleges and senior institutions.)

The 86 college transfer courses approved by the Commission on Higher Education are listed on pages 22-23.

## APPENDIX A: TECHNICAL COLLEGE COURSES TRANSFERABLE TO SENIOR INSTITUTIONS

College transfer courses are widely accepted for academic credit in South Carolina and other states; however, the acceptance of transfer credits is strictly the responsibility of the receiving institution. Therefore, students are encouraged to contact the institution they wish to attend for guidance. Many of these institutions will accept transfer credits for official transfer courses as well as many other courses taught at Aiken Technical College.

NOTE: Students enrolled in the Associate in Arts, Associate in Science and General Studies Certificate Programs MUST select courses from the official college transfer courses listed below to fulfill degree and certificate requirements.

Course	Title	Credits
ACC 101	Accounting Principles I	3
ACC 102	Accounting Principles II	3
ANT 101	General Anthropology	3
ART 101	History & Appreciation of Art	3
ART 105	Film as Art	3
ART 108	History of Western Art	3
AST 101	Solar System Astronomy	4
AST 102	Stellar Astronomy	4
BIO 101	Biological Science I	4
BIO 102	Biological Science II	4
BIO 210	Anatomy & Physiology I	4
BIO 211	Anatomy & Physiology II	4
BIO 225	Microbiology	4
CHM 110	College Chemistry I	4
CHM 111	College Chemistry II	4
CHM 112	College Chemistry III	4
CHM 211	Organic Chemistry I	4
CHM 212	Organic Chemistry II	4
ECO 210	Macroeconomics	3
ECO 211	Microeconomics	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
ENG 201	American Literature I	3
ENG 202	American Literature II	3
ENG 203	American Literature Survey	3
ENG 205	English Literature I	3
ENG 206	English Literature II	3
ENG 208	World Literature I	3
ENG 209	World Literature II	3
ENG 214	Fiction	3
ENG 218	Drama	3
ENG 222	Poetry	3
ENG 230	Women in Literature	3
ENG 236	African-American Literature	3

# Admission Policies and Procedures

Course	Title	Credits	Course	Title	Credits
ENG 260	Advanced Technical Communication	3	PHI 106	Logic II/Inductive Reasoning	3
FRE 101	Elementary French I	4	PHI 110	Ethics	3
FRE 102	Elementary French II	4	PHI 115	Contemporary Moral Issues	3
FRE 201	Intermediate French I	3	PHY 201	Physics I	4
FRE 202	Intermediate French II	3	PHY 202	Physics II	4
HUS 101	Introduction to Human Services	3	PHY 221	University Physics I	4
GEO 101	Introduction to Geography	3	PHY 222	University Physics II	4
GEO 102	World Geography	3	PHY 223	University Physics III	4
GER 101	Elementary German I	4	PSC 201	American Government	3
GER 102	Elementary German II	4	PSC 215	State & Local Government	3
HIS 101	Western Civilization to 1689	3	PSY 201	Introduction to Psychology	3
HIS 102	Western Civilization Post 1689	3	PSY 203	Human Growth & Development	3
HIS 201	American History: Discovery to 1877	3	PSY 208	Human Sexuality	3
HIS 202	American History: 1877 to Present	3	PSY 212	Abnormal Psychology	3
HUS 101	Introduction to Human Services	3	SOC 101	Introduction to Sociology	3
MAT 110	College Algebra	3	SOC 102	Marriage & the Family	3
MAT 111	College Trigonometry	3	SOC 205	Social Problems	3
MAT 120	Probability & Statistics	3	SOC 206	Social Psychology	3
MAT 122	Finite College Math	3	SOC 210	Juvenile Delinquency	3
MAT 130	Elementary Calculus	3	SOC 220	Sociology & the Family	3
MAT 140	Analytical Geometry/Calculus I	4	SOC 235	Thanatology	3
MAT 141	Analytical Geometry/Calculus II	4	SPA 101	Beginning Spanish I	4
MAT 242	Differential Equations	4	SPA 102	Beginning Spanish II	4
MUS 105	Music Appreciation	3	SPA 201	Intermediate Spanish I	3
PHI 101	Introduction to Philosophy	3	SPA 202	Intermediate Spanish II	3
PHI 105	Introduction to Logic	3	SPC 205	Public Speaking	3
			SPC 210	Oral Interpretation of Literature	3
			THE 101	Introduction to the Theatre	3



# Tuition & Fees

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## TUITION AND FEES

The tuition and fees listed on the facing page are subject to change. These tuition rates were in effect as of Fall 2006 and should be accurate. However, changes sometimes take place after this catalog prints. For the most current rates check our Web site: [www.atc.edu](http://www.atc.edu)

A student must pay all tuition and fees in full before the beginning of each semester, prior to the first day of classes. Payments received on or after the first day of classes incur a late fee.

Deferred tuition payment plans are available. A copy of the terms and conditions may be obtained at the Cashier Office.

The charts on the following page show tuition and fees for Aiken County residents, other South Carolina residents, and out-of-state students based on the number of credit hours a student is carrying. Residents of Richmond and Columbia Counties pay Aiken County tuition plus a \$15 reciprocity fee. Tuition and fees for auditing a class are the same as for credit classes.

A full-time student is enrolled in 12 or more credit hours per semester.

Students approved to register for 19 or more credit hours will be charged for each additional credit hour. The rate per additional credit hour is \$122.00 for Aiken County residents, \$137.00 for other South Carolina residents, and \$351.00 for out-of-state residents. In addition to tuition, enrollment and technology fees, classes that require laboratory or shop work have a lab fee per the following schedule:

## LAB FEES

Dental Assisting .....	\$24.00
Nursing .....	\$23.00
Radiological Technology .....	\$14.00
Surgical Technology .....	\$16.00
Air Conditioning .....	\$21.00
Automotive .....	\$20.00

Maintenance .....	\$14.00
Engineering .....	\$21.00
Machine Tool .....	\$12.00
Welding .....	\$29.00
Biology .....	\$22.64
Chemistry .....	\$19.50

## ADDITIONAL NON-REFUNDABLE FEES

Enrollment Fee (per semester).....	\$60
Re-Processing Fee.....	\$30
(each time of reinstatement)	
Late Registration Fee.....	\$25
(begins first day of class)	
Exemption Exam (per exam).....	\$30
Returned Check Fee.....	\$30

In order to be re-registered for the term, students who register for classes and are dropped from their classes due to nonpayment of fees will be charged a “re-processing fee” of \$30. The enrollment and re-processing fees are non-refundable. They are payable each semester (or when the student is reinstated for the semester).

Any student presenting a check to ATC that is returned by the bank will be charged a \$30 processing fee. The students must then pay all fees and collection charges to the 2nd Circuit Solicitor’s Worthless Check Unit, located at 109 Park Ave., Aiken, S.C.

## STUDENT REFUND POLICY

Only students who submit a completed Add/Drop/Withdrawal Form within the specified deadline for the academic term for which the refund is requested may receive a refund. Non-refundable fees are not eligible for refunds.

1. Should the College cancel a class, the College refunds the full tuition with no action required by the student.
2. A student who elects to request an exemption exam for course(s) after the add/drop date is not eligible for a refund since a grade will be issued.



Aiken County *				
Credit Hours	Aiken County Tuition	Technology Fee	Non-Refund Enrollment Fee	TOTAL
15-18	\$1460.00	\$60.00	\$75.00	\$1595.00
14	\$1460.00	\$60.00	\$75.00	\$1595.00
13	\$1460.00	\$60.00	\$75.00	\$1595.00
12	\$1460.00	\$60.00	\$75.00	\$1595.00
11	\$1342.00	\$55.00	\$75.00	\$1472.00
10	\$1220.00	\$50.00	\$75.00	\$1345.00
9	\$1098.00	\$45.00	\$75.00	\$1218.00
8	\$976.00	\$40.00	\$75.00	\$1091.00
7	\$854.00	\$35.00	\$75.00	\$964.00
6	\$732.00	\$30.00	\$75.00	\$837.00
5	\$610.00	\$25.00	\$75.00	\$710.00
4	\$488.00	\$20.00	\$75.00	\$583.00
3	\$366.00	\$15.00	\$75.00	\$456.00
2	\$244.00	\$10.00	\$75.00	\$329.00
1	\$122.00	\$5.00	\$75.00	\$202.00

\*Residents of Richmond and Columbia Counties pay Aiken County tuition plus a \$15.00 reciprocity fee.

3. When a drop results in the student taking fewer than 12 credit hours, the College recalculates tuition based upon the remaining credit hours. The difference between the tuition after drop and the original charge is the basis for calculating any refund.
4. The College refunds full tuition and fees for the current term to the beneficiary of any student who dies while enrolled as a credit student.
5. The College will provide a 100% tuition refund for any student who drops from classes during the Add/Drop/Late Registration period (for each term/semester). There is no refund for students withdrawing classes after this period has passed.
6. **Title IV Student Aid (Federal and Pell)**
  - A. A Title IV-sponsored student “earns” his/her aid by successfully attending class. The aid is not fully earned until the 9th week of class. Because a refund will

Out-Of-State				
Credit Hours	Student Tuition	Technology Fee	Non-Refund Enrollment Fee	TOTAL
15-18	\$4212.00	\$181.00	\$75.00	\$4468.00
14	\$4212.00	\$181.00	\$75.00	\$4468.00
13	\$4212.00	\$181.00	\$75.00	\$4468.00
12	\$4212.00	\$181.00	\$75.00	\$4468.00
11	\$3861.00	\$165.00	\$75.00	\$4101.00
10	\$3510.00	\$150.00	\$75.00	\$3735.00
9	\$3159.00	\$135.00	\$75.00	\$3369.00
8	\$2808.00	\$120.00	\$75.00	\$3003.00
7	\$2457.00	\$105.00	\$75.00	\$2637.00
6	\$2106.00	\$90.00	\$75.00	\$2271.00
5	\$1755.00	\$75.00	\$75.00	\$1905.00
4	\$1404.00	\$60.00	\$75.00	\$1539.00
3	\$1053.00	\$45.00	\$75.00	\$1173.00
2	\$702.00	\$30.00	\$75.00	\$807.00
1	\$351.00	\$15.00	\$75.00	\$441.00

In-State (Out of Aiken County)				
Credit Hours	Student Tuition	Technology Fee	Non-Refund Enrollment Fee	TOTAL
15-18	\$1644.00	\$60.00	\$75.00	\$1779.00
14	\$1644.00	\$60.00	\$75.00	\$1779.00
13	\$1644.00	\$60.00	\$75.00	\$1779.00
12	\$1644.00	\$60.00	\$75.00	\$1779.00
11	\$1507.00	\$55.00	\$75.00	\$1637.00
10	\$1370.00	\$50.00	\$75.00	\$1495.00
9	\$1233.00	\$45.00	\$75.00	\$1353.00
8	\$1096.00	\$40.00	\$75.00	\$1211.00
7	\$959.00	\$35.00	\$75.00	\$1069.00
6	\$822.00	\$30.00	\$75.00	\$927.00
5	\$685.00	\$25.00	\$75.00	\$785.00
4	\$548.00	\$20.00	\$75.00	\$643.00
3	\$411.00	\$15.00	\$75.00	\$501.00
2	\$274.00	\$10.00	\$75.00	\$359.00
1	\$137.00	\$5.00	\$75.00	\$217.00

only be processed for students dropping during the Add/Drop/Late Registration period, students who withdraw after this period will owe the College or the federal government if he/she withdraws prior to the 9th week of classes.

- B. A student who never attends a class in any/all courses is considered to

# Tuition & Fees

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have dropped before the start of the term. However, it is the student's responsibility to drop any class he or she does not plan to attend.

C. A student withdrawing after the Add/Drop/Late Registration period receives no refund unless the Vice President of Student Services determines extenuating circumstances were present over which the student had no control and which the student could not reasonably foresee at the time of registration.

## 7. Continuing Education Fees

See Workforce and Business Development beginning on page 159.

## 8. Veterans Administration Benefits

A student receiving Veterans Administration benefits while enrolled in a non-degree program receives a prorata refund of tuition and refundable fees calculated on the number of class days attended.

## 9. Refunds Due To Academic Suspension

A student who has paid tuition and non-refundable fees for an upcoming term and is subsequently placed on academic suspension for that term receives 100 percent refund of tuition and fees paid.

## STUDENT REFUND POLICY FOR MILITARY ACTIVATION

The following became law June 24, 2002:

1. When any person is activated for full-time military service during a time of national crisis and, therefore, is required to cease attending a public institution of higher learning without completing and receiving a grade in one or more courses, the assistance provided in this section is required with regard to courses not completed. A complete refund of tuition and academic fees as are assessed against all

students at the institution shall be granted to the student. The refund shall be distributed proportionately to the student after considering other resources received by the student for paying applicable tuition and fee charges. The proportionate distribution shall take into account appropriate federal and state regulations governing resources received by the student. Students must be offered the maximum price, based on condition, for the textbooks associated with the courses.

2. When a student is required to cease attendance because of such military activation without completing and receiving a grade in one or more courses, the institution shall provide a reasonable opportunity for completion of the courses after deactivation.

## FINANCIAL AID Mission

The mission of the Aiken Technical College (ATC) Financial Aid Office (FAO) is to offer financial aid information to prospective and continuing students and to provide qualified applicants with financial resources to assist in their cost of education.

## Statement of Good Practice

The FAO adheres to the National Association of Student Financial Aid Administrators Statement of Good Practice in the administration of all programs and in the disclosure of information to other parties.

## Family Education Rights and Privacy Act (FERPA)

A student or parent of a dependent student has the right to inspect and review financial aid records pertaining to the student. This information may not be disclosed except to the extent that FERPA authorizes disclosure without written consent. A form authorizing parent or others to review student financial aid or student services files is available in the Admissions and Records and Financial Aid Offices.

## Communication and Award Notices

The Financial Aid Office communicates with students through their WebAdvisor and campus e-mail accounts. These resources are accessible through the ATC Web site at [www.atc.edu](http://www.atc.edu). It is the student's responsibility to periodically view their student account.

## Principles of Financial Aid

Students who have satisfactory academic records and are in need of aid may qualify for financial assistance. Although the primary responsibility for financing an education remains with students and their families, ATC participates in several programs designed to supplement the family contribution in order to meet the financial need of the student. Financial aid may consist of a grant, a scholarship, campus employment, or any combination of these as determined by the policies of the FAO.

The primary principles of administering financial aid programs are as follows:

1. Financial aid is designed to provide financial help to students who need additional resources to pursue their education and career objectives.
2. It is viewed only as supplementary to the efforts of the student and/or family.
3. It may take the form of a job, grant, scholarship, or a combination of any of these.
4. It is based upon the student's ability to make satisfactory progress according to the College's Financial Aid Standards of Academic Progress (SAP), and
5. Financial aid can be reviewed and cancelled at any time due to changes in the financial or the academic status of the student as determined by the FAO.

To determine whether or not a student is eligible for federal student financial aid

programs, the student and his or her family must complete the Free Application for Federal Student Aid (FAFSA) by May 1 each year for priority consideration. Financial aid is not automatically renewable. The FAFSA must be submitted each year and should be completed on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The ATC FAO recommends applying for a PIN number with the Department of Education at [www.pin.ed.gov](http://www.pin.ed.gov) at least one week prior to completing the FAFSA on-line. Applying for a PIN number in advance will expedite the process. Students also have the option of completing a paper version of the FAFSA. These forms are available in the financial aid office or at any area high school guidance office. A student should allow three to five weeks for processing of the on-line application and six to eight weeks for processing of the paper application.

Applications should be submitted by the following dates:

Term	Date
Fall.....	June 1
Spring.....	October 1
Summer.....	February 15

Applications submitted after these dates will continue to be processed but will not be guaranteed to be ready for payment purposes at registration. Students applying late should prepare to pay for their cost of tuition, fees, books and supplies. If a student is deemed eligible after payment has been made, he or she will be reimbursed based on eligibility after mid-term of the semester.

To participate in federal student financial aid programs, ATC is required by federal regulations to maintain a financial aid office that coordinates the delivery to students of all funds from all sources. Students who receive aid in addition to federal student financial aid are required to report the amount and source to the Financial Aid Office.

# Financial Aid

## Determination of Financial Need

ATC's financial aid programs assist students who have financial need determined by the Department of Education's federal processor. One of the principles behind need-based aid is that students and their families should pay for educational expenses to the extent they are able. A financial need exists if the resources of the family (expected family contribution or EFC) do not meet the total cost of attending the College.

The total costs of attendance (student budget) are estimates of the total costs a student incurs as a full-time student for the nine-month academic period. These costs include tuition, fees, books, supplies, room, board, personal and transportation expenses. Listed below is an estimated sample budget for the 2006-2007 nine-month academic year.

### Aiken County Resident

	Living w/Parent	All Others
Tuition & Fees*	\$3,300	\$3,300
Books/Supplies	\$900	\$900
Room & Board	\$1,800	\$4,050
Personal	\$1,500	\$1,500
Transportation	\$1,500	\$1,500
<b>TOTAL:</b>	<b>\$9,000</b>	<b>\$11,250</b>

### Out-of-County Resident

	Living w/Parent	All Others
Tuition & Fees**	\$3,600	\$3,600
Books/Supplies	\$900	\$900
Room & Board	\$1,800	\$4,050
Personal	\$1,500	\$1,500
Transportation	\$3,000	\$3,000
<b>TOTAL:</b>	<b>\$10,800</b>	<b>\$13,050</b>

\* Estimated: Tuition and fees are subject to change each year.

\*\* Estimated: Richmond/Columbia Counties include the same components of Aiken County Resident and Out-of-State Resident includes the same components of Aiken County Residents with the exception of Tuition and Fees.

## Title IV Student Eligibility Requirements

A student must meet the following eligibility requirements to receive federal assistance:

- Have financial need as determined through the completion of the FAFSA.
- Be enrolled or accepted for enrollment in an eligible program of study offering a certificate, diploma, or degree consisting of at least 16 semester credit hours (continuing education and career development are not eligible programs).
- Be a regular student (continuing ed and transient students are not regular students).
- Have a high school diploma, GED or qualifying COMPASS scores to meet Title IV ability-to-benefit regulations.
- Be a U. S. citizen or eligible non-citizen,
- Be registered with Selective Service (males only).
- Not be in default of a Title IV student loan.
- Not owe a repayment of Title IV aid such as Pell, FSEOG, ACG or Smart Grant.
- Maintain satisfactory academic progress.
- Not concurrently enrolled in an elementary or secondary school.
- Have a valid social security number.
- Have not earned a baccalaureate degree.

## Eligible Programs/Courses and Enrollment Status

A student must enroll in an eligible program to receive any type of federal aid. Continuing Education and Career Development are not eligible programs. Audited courses will not be considered in determining a student's enrollment status. A student is paid only for those courses required for graduation or as a prerequisite for courses required in the program. Academic advisors may report to the financial aid office any student who is enrolled in a class that is not required for his or her program of study.

The original award letter is based on full-time enrollment for the academic year. A student

who is not full-time will have his or her award prorated based on the actual hours enrolled and attended. Full-time status consists of enrollment in a minimum of 12 credit hours. Three-quarter time status consists of nine-11 credit hours; half-time status is six-eight credit hours and less than half-time status is one to five credit hours. An example of this is a student that is awarded the Pell Grant for \$2,000 for full-time enrollment but only attends three-quarter time, that student will receive \$1,500 rather than \$2,000. If that student enrolls half-time, he/she will receive \$1,000 or if enrolled less than half-time \$500.

## **Withdrawals and Courseload Changes**

If a student registers for a class and does not attend at least one time, the student must officially withdraw by the end of the drop/add period to receive a 100% refund. If the student does not officially withdraw, he/she will owe the College for the class for which he/she cannot receive financial aid.

The student is required to notify the FAO of any courseload adjustments. The FAO will adjust the financial aid award accordingly. However, if the student does not notify the FAO, he/she may owe money to the College once the adjustment is made.

## **How You Receive Your Assistance**

A student who applies on time and is eligible will have his or her direct educational expenses of tuition and fees deducted from the assistance that has been awarded (excluding Federal Work Study awards.) The Business Office will disburse funds available after these expenses have been paid shortly after mid-term of the semester.

A student whose financial aid is not approved in time to pay these fees up front and pays for these costs out-of-pocket will be reimbursed by the Business Office after mid-term based on their enrollment status and eligibility.

Students who receive a federal work-study award and obtain employment through this program are paid once a month by direct deposit.

## **Transfer, Transient and Dual Enrollment Status**

Financial aid awards cannot be transferred from one college to another. Students must have the results of the FAFSA sent to the new college. Students transferring to ATC must request a duplicate Student Aid Report (SAR) if the results of the FAFSA have not been released to ATC. This can be accomplished by calling the Federal Processor at 1-800-4FEDAID and requesting that our institution be added. ATC's Title IV school code is 010056. The student will be required to provide his/her social security number, last name, date of birth and Data Release Number (DRN). The DRN is provided on the Student Aid Report provided by the Department of Education.

Students classified as transient can only receive financial aid from their home institution. In addition, students who attend more than one college in the same enrollment period cannot receive financial aid from both institutions. The financial aid can only be disbursed by the home institution.

## **Satisfactory Academic Progress**

Students receiving financial assistance through a federal or state program must be making satisfactory progress toward a degree, diploma or certificate. The financial aid office monitors the progress of all students receiving financial aid to ensure that they are making satisfactory progress toward completion of their program in a reasonable period of time. This policy is in addition to the academic standards required by the College. The cumulative review determines the student's eligibility for financial assistance based on his or her academic history. Whether the student has received financial assistance previously is not a factor in determining eligibility.

# Financial Aid

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## **Completion Rate**

Students must satisfactorily complete at least 67 percent of the total credit hours attempted at ATC. Grades of F, W, WF, U, and NC are not considered satisfactory; however, they are considered as attempted credit hours and may endanger a student's eligibility for future terms. A student's completion rate will be evaluated after attempting 24 credit hours

## **Grade Point Average (GPA)**

Students who have attempted 24 or more credit hours must maintain at least a 2.0 GPA.

## **Length of Eligibility, i.e. Maximum Time Frame (MTF)**

A student may receive financial aid for 1.5 times the published length of the program of study provided the student meets the academic standards outlined in this policy. For example, a student enrolled in a 60 credit hour program is eligible until 90 credit hours are attempted. Transfer hours may be included when assessing the MTF. A student may repeat a course but repetitions will count toward the MTF.

## **Program Changes**

A student is allowed two program of study changes before completing a degree, diploma or certificate. Additional changes by the student may result in suspension. A student changing from one program into a different program with fewer total required credit hours may lose federal and state eligibility immediately upon making this change. A student considering a change of study should consult with the FAO to discuss the effect of a change on SAP.

## **Developmental Course Work**

Financial aid recipients may take a maximum of 30 credit hours of developmental course work which consists of English, Math and Reading courses numbered zero–100. These courses count toward hours attempted and will be considered in determining SAP.

## **Suspension**

The completion rate and the GPA standard are assessed at the end of the Spring and Summer terms. If a student does not meet the minimum grade point average and/or complete the minimum number of credits required, the student is placed on financial aid suspension. Students may have their aid re-established by submitting a letter of appeal with supporting documentation to the director of Financial Aid.

A student who has attempted the maximum number of developmental course work, maximum number of credit hours allowed for their program of study or has exceeded the allowed number of program changes is placed on financial aid suspension.

Each student is notified in writing when placed on suspension; however, it remains the responsibility of the student to be aware of their academic standing. A student that is allowed to return on academic probation through the Admissions and Records Office is not automatically eligible for financial aid.

## **Appeals**

The director of Financial Aid accepts appeals for students placed on suspension. A letter of appeal should explain the reason(s) why the student is not meeting the minimum standards of academic progress and include supporting documentation when applicable. Appeals may be approved reinstating a student's financial aid, however, the FAO reserves the right to place academic conditions on reinstated students.

A student whose appeal is denied by the Financial Aid Office may appeal to the Vice President of Student Services. The student must submit an appeal to the Vice President of Student Services within five working days of receipt of the denial letter.

Students whose eligibility is not reinstated after the appeals process must pay tuition and fees during registration to enroll at ATC.

## TYPES OF FINANCIAL AID Grants

### Federal Pell Grant

The Federal Pell Grant is a federal student aid program that provides grants for students attending college who have not previously received a baccalaureate degree. Eligibility is based on the students and/or families resources and determined by a formula developed by the U.S. Department of Education. Federal eligibility requirements are discussed in the Student Eligibility Requirements Section of this catalog. Awards range from \$400 to \$4,310 per academic year for full-time enrollment. Awards are prorated each semester based on a student's enrollment status. Completion of the FAFSA is required to obtain this program.

### Academic Competitiveness Grant (ACG)

ACG is a federal grant program designed to encourage high school students to participate in a rigorous high school curriculum to better prepare for college. To be eligible, a student must be a US citizen, a Federal Pell Grant recipient, enrolled full-time in a degree program and have completed a rigorous secondary school program of study. Students enrolled in their first academic year must have graduated from high school after January 1, 2007. Students enrolled in their second academic year must have graduated from high school after January 1, 2006.

The award amount for students in the first academic year of the program of study is \$750 per year. The award amount for students in the second academic year of the program of study is \$1,300 per year. To receive an ACG for the second academic year of the program of study, the student must earn at least 24 credit hours and have a minimum, cumulative GPA of 3.0 and continue to meet all other eligibility criteria.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG program is a federal student aid program from which a student can obtain up to \$4,000 each year depending on their financial need, the availability of these funds and the amount of other aid received. To qualify for this program the student must meet all federal eligibility requirements as discussed in the Student Eligibility Requirements Section of this catalog and enroll for at least 3 credit hours. The average award for an ATC student is \$300 per semester. Completion of the FAFSA is required to obtain this program.

### South Carolina Need Based Grant (SCNB)

The SCNB program is designed to provide financial assistance to South Carolina's neediest students. The grant assists students who wish to attend public or independent colleges or universities in the state of South Carolina. To be eligible, a student must be a (1) S.C. resident as determined by the Admissions and Records Office, (2) enrolled in at least six credit hours, (3) have a minimum GPA of 2.0 and (4) meet federal eligibility requirements as listed in the Student Eligibility Requirements Section of this catalog. The maximum award is \$2,500 each year depending on financial need, the availability of these funds and the amount of other aid received. This program is not available for the summer semester. The average award for an ATC student is \$500 per year. Recipients of this program will be required to complete and return to the FAO a signed affidavit prior to disbursement of funds. Completion of the FAFSA is required to obtain this program.

### South Carolina Lottery Tuition Assistance Program (SC-LTAP)

The SC-LTAP is funded by the State of South Carolina. To be eligible for this program, the student must be a South Carolina resident as determined by the Admissions and Records Office and remain enrolled in at least six credit hours. To qualify for the program the



# Financial Aid

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student must complete the FAFSA and meet federal eligibility requirements as listed in the Student Eligibility Requirements Section of this catalog with the exception of a high school diploma or GED requirement. The SC-LTAP program is designed to assist in payment of a student's cost of tuition. It cannot be used to pay for books/supplies or other items. It can only be used to receive one certificate, diploma or associate degree. A five-year wait will be required before the student can receive the SC-LTA Program for an additional certificate, diploma or associate degree. Please refer to the SC-LTAP Brochure provided by the ATC Financial Aid Office for detailed information regarding this program or visit the SC State Technical College System website at:

[www.sctechsystem.com/lottery/lotteryinfo.htm](http://www.sctechsystem.com/lottery/lotteryinfo.htm).

## Scholarships

Scholarships are offered through a variety of sources with a variety of eligibility requirements. Students can receive scholarships in addition to Federal and State aid. However, the total of all scholarships and financial aid received cannot exceed the cost of attendance as determined by the ATC FAO.

## Institutional Scholarships

The ATC Foundation awards scholarships to students who have demonstrated outstanding academic achievement in high school or college level course work. Some scholarships are based on general academic achievement, while others are based on potential in specific academic areas. Students are selected primarily during the spring semester (March) for scholarships to be awarded for the following academic year. A second selection process for new or unclaimed scholarships takes place in early fall (October.) A listing of the scholarships offered and their eligibility requirements are listed online at [www.atcfoundation.org](http://www.atcfoundation.org). Completion of an ATC Foundation Scholarship Application and the FAFSA is necessary to be considered for one of the College's scholarships.

## State Legislative Incentive for Future Excellence (LIFE) Scholarship

The LIFE Scholarship is an academic scholarship funded by the State of South Carolina and all applicants must meet the following criteria:

- Must be a legal resident of South Carolina;
- Must be U. S. Citizen or a permanent resident;
- Must have graduated from high school or completed a home school program as prescribed by Law that meet one of the following requirements for high school graduation:
  - A. Graduated from a high school located in the state of South Carolina
  - OR-
  - B. Graduated from a home school program in SC in the manner required by law
  - OR-
  - C. Graduated from a high school located outside of SC, while a dependent of a parent or guardian who is a legal resident of SC and has custody of the dependent;
- Must attend an eligible SC public or private college or university;
- Must have no felony convictions or any alcohol or other drug related misdemeanors;
- Must not be a SC HOPE Scholarship, Palmetto Fellows Scholarship or Lottery Tuition Assistance recipient; and
- Must not be in default nor owe a refund or repayment on any Federal or State financial aid.

**LIFE GPA:** Continuing and transfer students are required to provide official high school and college transcripts for each institution attended. All college coursework attempted at another institution or while in high school will be calculated into the LIFE GPA formula. **Students who wish to be considered for the LIFE Scholarship must complete the appropriate forms with the ATC Admissions & Records Office.**



To determine if you will need to attend the summer semester, it is recommended that a LIFE GPA calculation be requested prior to each summer session.

### ***Additional Criteria for Entering Freshmen***

- 3.0 cumulative grade point average (GPA) at the time of high school graduation
- Enroll in 12 or more non-remedial credit hours per semester (15 recommended)

### ***Additional Criteria for Continuing Students***

- Completed a minimum of 30 non-remedial credit hours during the previous academic year with a minimum cumulative collegiate GPA of 3.0
- Enroll in 12 or more non-remedial credit hours per semester

### ***Additional Criteria for Transferring Students***

- Completed a minimum of 30 non-remedial credit hours during the previous academic year from all previously attended institutions with a minimum cumulative collegiate GPA of 3.0
- Enroll in 12 or more non-remedial credit hours per semester (15 recommended)
- Submit official transcripts from all post-secondary institutions attended

### ***Renewal Criteria***

In order to retain eligibility for the LIFE Scholarship after the initial year, the student must:

- Enroll full-time (12 or more credit hours) during the period of scholarship disbursement
- Earn and maintain at least a cumulative 3.0 GPA on a 4.0 scale
- Earn 30 non-remedial credit hours by the end of the academic year.

The LIFE Scholarship cannot be disbursed for a summer term and cannot be used for continuing education or remedial (transitional) courses. Remedial course work (courses that begin with zero or numbered 100) is not

considered earned course work and therefore does not qualify towards the full-time status requirement. A student who must take remedial classes and cannot receive the LIFE Scholarship will have the LIFE Scholarship available for the next semester if the student is enrolled in a minimum of 12 non-remedial credits.

The student can receive the LIFE Scholarship for two semesters if enrolled in a one-year program or for four semesters if enrolled in a two-year program.

Funding for the LIFE Scholarship Program is contingent upon state approval each year. These guidelines may not be inclusive of all eligibility requirements and are subject to change.

For more information regarding the LIFE Scholarship Program and LIFE GPA calculations, visit the SC Commission on Higher Education's Web site at:

[www.che400.state.sc.us](http://www.che400.state.sc.us)

## **Employment**

### **Institutional Employment**

Institutional employment allows students to work on campus without applying for financial aid. Limited jobs are available year-round and are listed through the Human Resources Office located in Room 119 of the Ashley J. Little Administration Bldg.

### **Federal Work Study Program (FWS)**

The FWS program is a federal student aid program that allows the student an opportunity to work part-time on campus or at other designated sites to help meet their educational expenses. A student can earn up to his or her FWS award during the academic year. Expected earnings are not used toward the student's institutional charges such as tuition, fees and books. Since positions are limited, students should apply early. Available positions are listed through the Human Resources Office located in Room 119 of the Ashley J. Little Administration Building.

# Financial Aid

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## Loans

ATC does not participate in any of the federal student or parent loan programs. However, students can apply for an “Education Loan” through Wells Fargo at [www.wellsfargo.com](http://www.wellsfargo.com).

## Other Assistance

### Technical Scholars

Sponsorships cover all college tuition, fees, textbooks and provide paid part-time jobs for selected students. Students applying for these scholarships must be fully accepted into an appropriate associate’s degree program, meet scholarship application criteria; agree to comply with all sponsoring employer’s interviews and other required screenings.

Sponsoring employers make the final decision on who is offered scholarship(s) based upon their needs and the applicant’s qualifications. Students interested in the Technical Scholars Program should contact Ms. Robin Perrett by calling (803) 593-9231 ext. 1308.

### Single Parent/Displaced Homemaker Program

The Perkins Vocational Educational Act provides funds to single parents and displaced homemakers for limited childcare and transportation expenses. For further details, contact Mrs. Evelyn Pride-Patterson in room 107H of the Ashley J. Little Building or by calling (803) 593-9231 ext. 1222.

### Vocational Rehabilitation

A student with a documented disability or impairment may be eligible for assistance through the county vocational rehabilitation office. The vocational rehabilitation office will require completion of a Form 135. In addition, the student must apply for federal financial aid by completing the FAFSA before being considered for this assistance. Residents of S.C. may call (803) 641-7630 or visit their website at [www.scvrd.net](http://www.scvrd.net) for more information. Residents of Georgia may call (706) 650-5638 or visit their website at [www.vocrehabga.org](http://www.vocrehabga.org).

## Free Tuition for Children of Certain War Veterans

A child of a wartime veteran may be eligible to receive this benefit. Eligibility and application information may be obtained from any County Veterans Affairs Office or by writing the Governor’s Office, Division of Veteran Affairs, 1205 Pendleton Street, Columbia, SC 29201. Calls are accepted at (803) 255-4317 or (803) 255-4256.

## Workforce Investment Act (WIA)

This program provides job seekers a wide array of career planning, education and employment services. Assistance may include the cost of training for an approved program as well as financial assistance for childcare and transportation to facilitate the customer’s attainment of meaningful employment consistent with their interest and abilities. South Carolina residents may call (803) 593-9231 ext. 1283 or visit the ATC One Stop Career Center in room 109 of the Ashley J. Little Building for more information. Georgia residents may call the Richmond-Burke Job Training Authority at (706) 721-1858.

## Veterans Assistance

Aiken Technical College is approved for veterans’ benefits by the South Carolina Commission on Higher Education for training veterans and dependents under Title 38 of the U.S. Code; Chapter 30, Montgomery G.I. Bill; Chapter 31, Disabled Veterans; Chapter 32, VEAP; Chapter 35, children and widows of totally disabled or deceased veterans resulting from service-connected conditions; Title 10 of the U.S. Code; and Chapter 1606, members of the Selected Reserve. See the Admissions and Records Office for further information.

## Application for Benefits

Before applying for benefits, a veteran must first be accepted into a program of study by the ATC Admissions and Records Office. After completing the admissions process, the veteran must take a certified copy of his/her DD-214 to the Veterans Affairs/Records Office.

The Veteran must furnish the Admissions and Records Office with an official transcript from the high school of graduation and official transcripts from all colleges attended for evaluation. The veteran must have an evaluation of his/her military and college transcripts completed by the end of the first semester of a new program of study.

Information related to transcript evaluation is obtained from the Admissions and Records Office. Veterans Affairs may not pay benefits beyond two semesters unless this evaluation process has been completed. It is the responsibility of the veteran to make sure the evaluation has been completed. In order to change programs, a veteran must complete a Change of Program Form in both the Admissions and Records Office and in the VA/Records Office. The Veterans Administration authorizes two program changes.

### **Conditions for Interruption of Veterans' Benefits**

In addition to the college's academic standards of progress described on page 45, the veteran/dependent must also meet the standards of progress set by the VA listed below.

Each veteran and eligible dependent must maintain a 2.0 cumulative GPA to receive benefits. An evaluation of progress will be done at the end of each semester on each VA recipient.

If a 2.0 cumulative GPA is not maintained during any semester, the veteran will be placed on VA Probation for the following semester. If a 2.0 cumulative GPA is achieved during the probationary semester, the probation status will be removed.

Failure to achieve a 2.0 cumulative GPA during the probationary (two consecutive) semesters will result in termination of VA Educational Benefits for unsatisfactory progress. Benefits are terminated until the student obtains a 2.0 cumulative GPA. If reinstated, it will

be determined if reinstated for the student's present program or if the program will have to be changed.

A student whose benefits have been reinstated after being terminated, but who fails to obtain at least a 2.0 cumulative GPA the next semester of enrollment is suspended from further benefits until he/she completes a semester with a 2.0 cumulative GPA or better. Unsatisfactory grade reports (below 2.0 cumulative GPA) in any subsequent semester will again result in the suspension of benefits until he/she attains a satisfactory GPA.

### **Grading Procedures for Veterans**

In 1976, Congress amended the "G.I. Bill" to encourage veterans to move toward the attainment of their educational career goals. The law provides that no payment will be made to an eligible veteran for auditing a course or taking a course in which the grade assigned is not used in computing graduation requirements.

The following rules apply to those who receive veterans' benefits:

1. The "I" grade is a non-punitive grade as defined by the Veterans Administration. The grade is not permanent and carries only a message of a temporary condition that will change to a letter grade of A, B, C, D or F.
2. In the event that the veteran receives an "I" at the end of a semester, he/she must accomplish further work in the course at his/her own expense without government reimbursement.
3. A veteran cannot be certified for an "AU," "E," or "NC" grade.
4. A veteran cannot be certified for any course not listed in his/her curriculum. If electives are listed as part of the curriculum, the veteran must not exceed the total number of elective hours designated by the program. A veteran

# Financial Aid

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must take only electives that are listed as approved electives or electives that have been approved in writing by the department head.

5. A veteran cannot be certified for developmental or prerequisite courses that do not count toward graduation without written verification of test results indicating a need for such courses.

## Veterans Change of Status

A recipient of veterans' benefits must notify the VA/Records Office immediately of any changes that may affect his/her pay status. Such changes include a change of program, change of hours, change of dependency, and change of address. A veteran can obtain the necessary forms and instructions in the VA/Records Office. Interested parties may obtain additional information on veterans' benefits by calling the VA/Records Office at (803) 593-9231, ext. 1244.

## RETURN OF FINANCIAL AID

A student's federal financial aid eligibility must be recalculated for students who withdraw, drop out, are dismissed or take a leave of absence prior to completing 60 percent of a semester. Federal financial aid includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG) and Academic Competitiveness Grant.

The recalculation of eligibility is based on the percent of earned aid using the following formula:

### Percent of earned aid

The number of days attended in the semester divided by the total number of days in the semester.

Federal financial aid must be returned to the federal government based on the percent of unearned aid using the following formula:

## Aid to be returned

The percent of earned aid multiplied by the amount of federal financial aid disbursed.

The amount of aid to be returned is the responsibility of the College and the student. However, the student will be responsible for repaying the College for the amount that the College was required to return on his or her behalf less any refund that the student is eligible for based on the institutional refund policy. Therefore, a student who does not complete at least 60 percent of a semester may owe a repayment to the College and/or the federal government for the amount of unearned federal financial aid.

A student who owes the College may not be permitted to register for a subsequent term or obtain an official academic transcript until the debt is paid. Payment should be made to the ATC Business Office. A student who owes the federal government will be turned over to the U.S. Department of Education and be required to provide documentation of a satisfactory payment arrangement before federal or state financial aid eligibility is restored.

# Academic Policies

College Rules and Procedures

# Academic Policies

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Aiken Technical College is accredited to award associate degrees. Upon successful completion of program requirements, ATC awards the Associate Degree in Science, the Associate Degree in Arts, associate's degrees with business or technical majors, diplomas and certificates.

## ACADEMIC AFFAIRS

The General Education Division and the Technical Education Division offer degrees, diplomas and certificates. The mission of these academic divisions is to serve students by offering quality courses, programs and instructional support services.

## Core Educational Outcomes

Aiken Technical College endorses and promotes the following core educational outcomes for all degree and diploma students:

- Graduates should be able to create and comprehend written communications.
- Graduates should be able to listen for understanding and express their views orally.
- Graduates should be able to use a variety of logic skills to evaluate and solve problems systematically.
- Graduates should be able to perform computational skills appropriate to their area of study.
- Graduates should be able to comprehend appropriate technology commensurate with their area of specialization.
- Graduates should have research and organizational skills necessary to locate, analyze, and synthesize information.
- Graduates should understand contemporary social values and develop an appreciation for cultural diversity.

## Degree, Major and Emphasis or Concentration

The following definitions are offered for clarification:

- Degree: A broad area of study within a specialization

- Major: A general area of study within a specialization
- Emphasis or Concentration: A more specific area of study within a specialization

## ADVANCED STANDING

A student who has had similar or equal educational experiences to those required in ATC's curricula may be granted advanced standing upon approval of the courses for transfer and the successful completion of required exemption examinations.

## Advanced Placement DANTES (DSST) & CLEP

ATC accepts results from the College Level Examination Program (CLEP), DANTES (DSST), and the Advanced Placement (AP) tests for advanced placement and exemption of classes.

The College Board (AP), DANTES, and Education Testing Service (CLEP) provide guidelines for awarding credit based on their respective tests. These guidelines are followed by ATC in awarding credit.

For each level of credit to be awarded, a specific course prefix and number are listed as an exemption on the student's transcript. The College updates the list of scores as new information is received from the testing agencies. The student must achieve the following scores to receive college credit:

## Advanced Placement

<i>Test</i>	<i>Score</i>
American History.....	3
American Government/Politics.....	3
Art History.....	3
Biology.....	3
Calculus AB.....	3
Calculus BC.....	3
Chemistry.....	3
Computer Science.....	3
Computer Science: A.....	3

# Academic Policies

<i>Test</i>	<i>Score</i>				
Computer Science: AB.....	3	GER 101	Level I	50	4
English Language & Comp.....	3	GER 101 & 102	German Language Level II	52	8
English Lit. & Comp.....	3		German Language		
European History.....	3	HIS 101	Western Civ. I	50	3
Government & Politics (US).....	3	HIS 102	Western Civ. II	50	3
Macroeconomics.....	3	HIS 201	History of U.S. I	50	3
Microeconomics.....	3	HIS 202	History of the U.S. II	50	3
Math: Calculus AB.....	3	MAT 110	Algebra	50	3
Microeconomics.....	3	MAT 111	Trigonometry	50	3
Physics B.....	3	MAT 140	Calculus w/ Elem. Functions	50	4
Physics C: Elec. & Mag.....	3	MGT 101	Principles of Management	50	3
Physics C: Mechanics.....	3	MKT 101	Principles of Marketing	50	3
Psychology.....	3	PSC 201	American Gov't.	50	3
Spanish Language.....	3	PSY 201	Intro. Psychology	50	3
Spanish Literature.....	3	PSY 203	Human Growth & Development	50	3
Statistics.....	3	PSY 210	Educational Psychology	50	3
United States History.....	3	SOC 101	Intro. Sociology	50	3
World History.....	3	SPA 101	Level I Spanish Language	50	4
		SPA 101 & 102	Level II Spanish Language	52	8

## Standard for Awarding Credit by Examination (CLEP)

<i>ATC Course</i>	<i>CLEP Exam</i>	<i>Score</i>	<i>Credits</i>
ACC 101 & 102	Principles of Accounting	50	6
BIO 101 & 102	Biology	50	8
BUS 121	Introductory Business Law	50	3
CHM 110	Gen. Chemistry	50	4
CPT 101	Info. Systems & Computer Appl.	50	3
ECO 210	Principles of Macroeconomics	50	3
ECO 211	Principles of Microeconomics	50	3
ENG 101	Freshman College Composition	50	3
ENG 102	Analysis & Inter. of Literature	50	3
ENG 205	English Lit.	50	3
FRE 101	Level I French Language	50	4
FRE 101 & 102	Level II French Language	52	8

## Dantes (DSST) Testing Program

<i>ATC Course</i>	<i>Exam</i>	<i>Score</i>	<i>Credits</i>
ACC101	Principles of Financial Accounting	47	3
ART101	Art of the Western World	48	3
BUS140	Business Math	48	3
CPT101	Introduction to Computing	45	3
CRJ101	Criminal Justice	49	3
CRJ130	Introduction to Law Enforcement	45	3

# Academic Policies

ENG160	Technical Writing	46	3
HUS208	Drug and Alcohol Abuse	49	3
LEG122	Business Law II	44	3
MAT110	Fundamentals of College Algebra	47	3
MAT120	Principles of Statistics	48	3

## Dantes (DSST) Testing Program

<i>ATC Course</i>	<i>Exam</i>	<i>Score</i>	<i>Credits</i>
MGT150	Principles of Supervision	46	3
MGT201	Human Resource Management	46	3
MGT240	Organizational Behavior	48	3
PHI110	Ethics in America	46	3
PSY203	Lifespan Dev. Psychology	46	3
PSY231	Fundamentals of Counseling	45	3
REL103	Introduction to World Religions	48	3
SFT109	Here's To Your Health	48	3
SPC205	Principles of Public Speaking	47	3

## Institutional Credit By Exam

Where approved by the Department Chair, students may take exemption exams for courses in subject matter they believe they have already mastered. Generally, students must apply to the Department Chair and pay the required fee before registering for the class. If the request is denied or the student does not pass the exam, the student must take the course to obtain credit for it.

## Military Training Credit

ATC is a member of Service Members' Opportunity College Associate Degree (SOCAD) and awards credit for military training and DANTES test scores based on recommendations made by the American Council on Education in its Guide to Evaluation of Military Training.

When actual training is verified through the appropriate military documents (DD-214 and DD-295), the training descriptions and recommendations from the Guide may be routed to Academic Affairs so that specific equivalent courses at ATC can be assigned credit on a pass/fail basis.

## Tech Prep Articulation

ATC is part of the Aiken County Tech Prep/School-to-Work Consortium. A high school graduate of the Tech Prep program is often eligible for advanced placement in many of the College's technical and industrial programs. Articulation agreements are in place between the Aiken County School District and the College.

These agreements require certification by the high school teacher that the student has mastered the competencies agreed upon. Upon receipt of this certification, the student receives credit for the course(s) as outlined in the articulation agreements.

It is the student's responsibility to obtain the signed certification from the high school teacher and provide it with his/her application to the College Admissions and Records Office.



## ADVISEMENT

Academic advisement is an essential component of each ATC student's achievement of his or her educational, career, and personal goals. It is accomplished through the utilization of a full range of college and community resources. To be successful, each student must establish a positive rapport with his or her academic advisor. Together, the student and advisor will develop a program completion plan which will lead to graduation.

To successfully complete an academic program at ATC, each student should be aware that advisees (students) have a number of responsibilities. Advisees must:

1. State and explain personal goals, values, abilities, inabilities, and interests.
2. Contact the assigned advisor periodically to keep the lines of communication open and to keep the advisor aware of changes, problems, etc.
3. Make appointments for advisement and registration as early as possible to get the classes desired and keep all scheduled appointments with the advisor. As a courtesy, always call to cancel and reschedule if needed.
4. Become aware of the College's policies and procedures as outlined in the ATC Student Handbook beginning on page 205 of the catalog.
5. Bring all essential documents and materials needed for advisement and scheduling.
6. Accept responsibility for all decisions regarding career, educational and personal goals.

Career Development students are assisted in this process through Counseling Services and credit students are assigned a faculty advisor.

## ATTENDANCE REQUIREMENTS FOR SATISFACTORY PROGRESS

It is the policy of Aiken Technical College to encourage and support student academic achievement and progress by adopting an 80 percent minimum attendance policy for all credit classes. The calculation of absences begins with the date of the first class meeting. (The only exception to this requirement is in those courses which permit enrollment on an ongoing basis.)

1. One absence is defined as failing to attend one hour of class, lab, or shop. For example, if a class meets two hours per day and a student misses one of those hours, then he or she is charged with one absence.
2. A student should attend all class and lab meetings. Individual faculty members are authorized to set attendance standards higher than the 80 percent minimum to reflect the needs and objectives of a given course. It is the student's responsibility to see the instructor about missed work.
3. Withdrawals — The student is responsible for completing a Withdrawal form to withdraw from one or more courses. Disciplinary and Administrative Withdrawal cases are exceptions to this policy.
4. Violations of attendance requirements may change the eligibility of the student for financial aid or veterans benefits.

## AUDITING COURSES

A student who desires to attend classes regularly but does not wish to take examinations or receive grades or credit may register as an

# Academic Policies

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audit student. The decision to be an audit student must be made at the time of registration and approved by the faculty member. Once the class has started, the status cannot be changed.

Once a student has enrolled to audit a course, he or she cannot take the course for credit or vice versa within the same semester. An audit student may choose whether to participate in class discussions and take tests. An audit student must pay the same fees charged students taking the class for credit.

## CHANGING SCHEDULES

A student may change schedules through the add/drop period each semester.

To add or drop a course, the student must complete a Add/Drop/Withdrawal Form (available in the Admissions and Records Office), and submit it to the Admissions and Records Office.

## COURSE EXEMPTIONS

Exemption exams (Institutional Credit by Exam) are available for any student who wishes to avoid repeating subject matter which has already been mastered. A student seeking to exempt courses for which he/she has not already registered must complete an Exemption Exam Request Form available through the Admissions and Records Office. If the exam request is approved, a \$30 fee will be charged for the exam. Upon the successful completion of the exam under the appropriate instructor's supervision, a grade of "E" will be entered on the student's transcript for the class exempted. If the student does not pass the exemption exam, he or she must enroll through normal procedures in order to receive credit. See "Advanced Standing," page 38.

A student already enrolled in a course is also eligible for a course exemption. In such cases, a student may request an exemption exam from the instructor after the fifth class day of the term. If the instructor deems such an exam

appropriate, he or she will set a time, date, and location for the exam and report the results to the Admissions and Records Office. To exempt, the student must earn at least a "C" on the exam.

The Admissions and Records Office will enter grades of "A," "B," or "C" on the student's record. A student who earns less than a "C" on the exam must remain in the class to earn credit.

## EARLY ALERT

At the end of the fourth week of classes, instructors report to the director of Admissions and Records the names of students whose work is considered unsatisfactory. A student who is notified that his/her grades are deficient at this time is referred to the Academic Success Center or Counseling Services for assistance. It is up to the student to get the help he or she needs in order to be successful in classes.

## GRADE POINT AVERAGE

A grade point average (GPA) is maintained for each credit student. The grade point average is determined by dividing the sum of the grade points earned for each course by the total number of credit hours attempted.

A program grade point average of 2.0 is required for graduation. To determine GPA, numerical values are assigned to final grades as follows:

A	=	4 points
B	=	3 points
C	=	2 points
D	=	1 point
F	=	0 points

## Grades

Aiken Technical College students are awarded one of the following grades for each course in which they are officially enrolled based on the stated criteria:

1. A\* - Represents excellent work as demonstrated by ability to master course content. "A" is used in GPA calculations, earns credit hours, and carries a value of four grade points for each credit hour.
2. B\* - Represents above average work as demonstrated by mastery of a significant portion of course content. "B" is used in GPA calculations, earns credit hours, and carries a value of three grade points for each credit hour.
3. C\* - Represents satisfactory work as demonstrated by an average mastery of course content. "C" is used in GPA calculations, earns credit hours, and carries a value of two grade points for each credit hour.
4. D\* - Represents work which is below average and shows a minimum comprehension of course content. "D" is used in GPA calculations, earns credit hours, and carries a value of one grade point for each credit hour.
5. F\* - Represents a failure to meet minimum course objectives. "F" is used in GPA calculations, earns no credit hours, and carries zero grade points for each credit hour attempted.
6. I - Represents "Incomplete" and is assigned at the discretion of the faculty member when a student has made satisfactory progress toward meeting the course requirements but (a) has not satisfactorily completed a final project or assignment, (b) has not taken and/or passed all required tests and has been given the option of a makeup test, or (c) has missed the final exam for an acceptable reason but has not made up the exam by the time grades are due. An "I" does not affect GPA calculations, earns no credit hours, generates no grade points, and defaults to "F" automatically after one semester unless the instructor denotes a different grade. It is the student's responsibility to resolve an "I" grade prior to the end of the following semester.
7. E - Represents "Exempt" and is used when a student passes an AP, CLEP, or exemption exam for a particular course, or demonstrates proficiency in the skills or content to be mastered in that course through continuing education credits (CEUs), work experience, experiential or military experience training. "E" is not used in GPA calculations and does not generate grade points but does earn credit hours.
8. TR - Represents "Transfer Credit" and is assigned for allowable equivalent credit earned at other colleges for which a minimum grade of "C" was earned. "TR" is not used in GPA calculations and generates no grade points but does earn credit hours.
9. AU - Represents "Audit" and is not used in GPA calculations, earns no credit hours, and carries no grade points.
10. U - Represents "Unsatisfactory" and denotes unsatisfactory progress in a developmental or Continuing Education course. "U" does not affect GPA calculations, earns no credit hours or Continuing Education Units (CEUs), and generates no grade points.
11. W - Represents "Withdrawn" and is used in either of the following cases: (a) a student withdraws after the end of the add/drop period but on or before the midterm date or (b) a student withdraws from classes after midterm because of extenuating circumstances and is passing those classes in which he or she is

# Academic Policies

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enrolled. “W” is not used in GPA calculations, earns no credit hours, and carries zero grade points for each credit attempted.

12. WF - Represents “Withdrawn Failing” and may be used when a student is failing and formally withdraws from a class after midterm. “WF” is used in GPA calculations, earns no credit hours, and generates no grade points.

\* Note: Grades awarded for developmental courses will not be used in GPA calculations. A guide to calculating GPA is in Section 1 of the Student Handbook (blue pages).

## Grade Change

A student who believes that an error has been made in the assignment of a grade should contact the faculty member involved as soon as possible. Failure to act within 5 working days of the next semester disqualifies the student from further consideration.

## REVIEW OF STUDENT GRADES (APPEALS)

The assignment of grades should be based on information provided in the course syllabus. Therefore grades are given at the discretion of the faculty member and course grades are not subject to an appeal through the Vice President of Student Services. Students must seek a review of their assigned grade through the faculty member, department chair, dean, and Vice President of Academic Affairs.

## GRADUATION

Commencement exercises to award associate’s degrees, diplomas and certificates are held annually on campus. A student is eligible for graduation when he/she completes the requirements for a degree, diploma or certificate. The student must complete an Application for Graduation and turn in the form to the Admissions and Records Office by the deadline for the appropriate semester.

## Graduation Requirements

All students who expect to receive a degree, diploma or certificate from Aiken Technical College must complete a number of requirements.

Specific course requirements for each major are defined later in this catalog. Regardless of the level of award, all students must meet the following requirements:

1. Complete all general education requirements specified for the award.
2. Complete all program credit hours.
3. Complete all academic course credit with a minimum of a cumulative 2.0 program grade point average (GPA).
4. Complete all residency requirements (courses taken at ATC) as specified for each award. A student must take and earn a minimum of 25 percent of credits required for graduation from a degree, diploma or certificate program of study at Aiken Technical College. Regardless of the comparability of courses and the number of courses successfully completed at other accredited post-secondary institutions, a student must successfully complete a minimum of three higher-level courses (as determined by the academic advisor) representative of the major program or discipline at Aiken Technical College. The total of both courses accepted for transfer and courses exempted cannot exceed 75 percent of the credits required for completion of a program.
5. Complete all financial obligations to the College.
6. Complete all proper applications for graduation by the established deadline.

7. A student who achieves a cumulative 4.00 grade point average qualifies to graduate “With Highest Honors.” A student who achieves a cumulative 3.75-3.99 grade point average qualifies to graduate “With High Honors.” A student who achieves a cumulative 3.50-3.74 grade point average qualifies to graduate “With Honors.”

## PROGRAM AWARDS

Aiken Technical College recognizes successful program completion by awarding associate’s degrees, diplomas or certificates.

Associate’s degrees are conferred for satisfactory completion of course work at both the technical and college-transfer level. The time required for completing an associate’s degree ranges from four to five semesters for full-time students, depending on the program of study and/or the course load. An evening student can expect to attend seven to nine semesters.

Diplomas certifying satisfactory performance of prescribed work are awarded upon completion of the equivalent of at least three semesters of full-time study.

Certificates are awarded to students who complete special training programs with a duration of the equivalent of two full-time semesters or more.

Developmental courses or other prerequisites may add to the time required for a student to graduate.

## REPEATING COURSES

When a course is taken more than once, only the last grade earned for the course is calculated in the program and cumulative GPA.

## STANDARDS OF PROGRESS

### Satisfactory Academic Progress

To remain in good standing, a student enrolled in regular curriculum classes must maintain a 2.0 grade point average (GPA). Financial aid students must also meet other Standards of Academic Progress as outlined in the “Award Terms and Conditions” brochure.

#### A. Degree, Diploma and Certificate Programs:

A program GPA of 2.0 is required to graduate from any degree, diploma or certificate program.

#### B. Career Development:

A student enrolled as Career Development (CD) must comply with the same standards of progress as described above.

#### C. Developmental Education Courses:

An ATC student enrolled in developmental education courses must make satisfactory academic progress in each discipline in which he or she is enrolled in order to proceed to the next course. This requires a student to earn a grade of “A,” “B” or “C” in all developmental education courses.

## Academic Warning

The first time a student fails to meet academic standards (semester GPA and/or GPA below the required cutoff hours attempted), he/she faces the following actions:

1. The student is urged to seek study skills assistance or counseling.
2. The student is restricted to taking no more than 12 semester hours in the following semester (9 semester hours during the summer term).

If a student raises his/her semester average above the minimal standards but his/her cumulative GPA remains below standard, the

# Academic Policies

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student remains on Academic Warning status with the same limitations noted above.

## Academic Probation

If both the semester and cumulative GPAs are still under a 2.0 GPA after one semester in Academic Warning status, the student faces the following actions:

1. The student must take any needed developmental course(s).
2. The student is limited to 9 semester hours in fall or spring semester (6 during summer session).
3. The student should note the potential for Suspension following the “Probation” semester if he/she does not maintain the required GPA for the term. In addition, if either the semester or cumulative GPA remains below standard, the student will remain on Probation with all of its limitations.

## Academic Suspension

If both the cumulative and semester GPAs are below a 2.0 GPA after one semester in academic probation status, the student will be suspended for one semester. If the student has made some progress during the semester and believes that he/she has unusual mitigating circumstances, he/she may appeal in writing to the Director of the One Stop Career Center. A student is not immediately readmitted under normal circumstances.

Actions:

1. A letter will be sent to the student with the status and instructions for appeal.
2. The student is prohibited from enrollment for ONE SEMESTER unless he/she successfully appeals. (Summer term does not count as a suspended semester.)

The initial decision of the designated college official regarding suspension may be further appealed to the Vice President of Student Services. After consultation with the Vice

President of Student Services rules on the student’s appeal. The decision of the Vice President of Student Services regarding suspension is final.

If the student is readmitted on appeal or has been readmitted after serving a semester of non-attendance, he/she will be continued/readmitted on PROBATIONARY status with a limit of 9 semester hours.

## Academic Dismissal

If a student is readmitted to ATC and fails to maintain a 2.0 GPA during the readmission semester, he/she will be dismissed from the College.

Actions:

1. A letter will be sent to the student with the status and instructions for appeal.
2. The student is prohibited from further academic enrollment at ATC unless readmitted under the “Fresh Start Policy.”

## Suspension/Dismissal Appeals

Suspension or dismissal for academic reasons is based on the College’s Standards of Progress. Students in academic difficulty usually benefit from a period of time to refocus their academic pursuits, earn support funds and review career decisions. Therefore the College will require these students to withdraw from the College for a selected period of time. Appeals of this suspension or dismissal are made to the Vice President of Students Services or his/her designee.

## Fresh Start Policy

Aiken Technical College recognizes that a student’s circumstances may change through the years. The “Fresh Start Policy” permits a student who has been academically suspended or dismissed to be readmitted after at least one full academic year of non-attendance.

To be readmitted, the student must appeal to the Vice President of Student Services through the director of the One Stop Career Center in writing, asking for an interview to explain how his/her circumstance has changed.

If readmitted under this policy, the student is readmitted on probationary status and can take a maximum of 9 credit hours. He/she will be permanently dismissed from the College if he/she does not earn a 2.0 GPA for the semester of readmission. The student's cumulative GPA is not adjusted upon re-entry to the College.

### **Acceptable mitigating circumstances for appealing Academic Suspension are:**

1. Hospitalization for an extended period of time (doctor's verification must be attached to appeal).
2. Divorce/separation/family crisis causing extreme hardship (Divorce Decree, Separation Agreement, or other verifiable documents must be attached to appeal).
3. Death or serious illness in the immediate family causing extreme hardship (a verifiable document must be attached to appeal).
4. Other verifiable circumstances causing hardship and significantly contributing to poor academic performance (a verifiable document must be attached to the appeal).

### **Non-acceptable circumstances for appealing Academic Suspension are:**

1. A low GPA.
2. Transportation problems.
3. Changes in employment schedule.
4. Failure to withdraw officially from classes.
5. Taking too many courses or taking the wrong courses.
6. Minor illness in immediate family.
7. Childcare problems.

## **WITHDRAWAL/TERMINATION AND ITS EFFECT ON SATISFACTORY PROGRESS FOR ALL STUDENTS ENROLLED IN CREDIT COURSES**

1. The withdrawal period begins on the first day of class after the add/drop period.
2. A student must initiate a withdrawal form on or prior to the midterm date to receive a grade of "W."
3. A student who is failing and withdraws after the midterm date or whose last date of attendance is after the midterm date may be assigned a grade of "WF."
4. A student who is failing and fails to initiate a withdrawal before the final exam period receives a grade of "F" for the course.

## **TRANSFER TO OTHER COLLEGES**

Entrance requirements for transfer students vary widely among colleges and universities. The South Carolina Commission on Higher Education has determined that certain courses offered in the Associate in Arts and Associate in Science degree programs will transfer to South Carolina public four-year colleges and universities (see pages 22-23).

The College offers many courses which may transfer. **Transfer of credits is a privilege granted by the institution to which the student plans to transfer.**

All applications and requests for transfer of credits are evaluated individually by the receiving college or university.

Each student must complete courses with grades acceptable to the college to which the student seeks transfer.

ATC strongly recommends that a student discuss transferring to a four-year institution with a representative of that institution early in his/her academic career at ATC.





# Student Life

Resources to Help You Succeed

# Student Services

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The mission of the Student Services Division is to help each Aiken Technical College student accept the challenge to reach his/her full potential through the team efforts of Admissions and Records, Counseling, Financial Aid, One Stop Career Center (Placement), and Student Activities staff.

## **ADMISSIONS AND RECORDS OFFICE SERVICES**

The mission of the Admissions and Records Office is to assist the College in fulfilling its mission by recruiting and accepting qualified applicants to the College, monitoring veterans affairs and maintaining student records according to required policies.

ATC has an “open-door” admissions policy. This policy allows admission of all high school graduates, high school equivalency certificate (GED) recipients, college transfer students and others who are eighteen years of age or older. For additional information on admissions procedures, see page 12.

Personnel in the Admissions and Records Office assist currently and previously enrolled students in the following ways:

### **ATC Transcripts**

ATC transcripts are issued at no charge. Transcripts are processed and mailed or transmitted for locally approved institutions via electronic data exchange (SPEEDE). The College does not fax transcripts. In addition, transcripts will not be sent for any student who has an unpaid financial obligation to the College.

### **Confidentiality of Records**

The Admissions and Records Office is authorized to release student information. This office adheres to the Family Educational Rights and Privacy Act (FERPA) regarding release of student information. A student who does not want directory information

released should contact the Admissions and Records Office and complete a form for non-release of directory information. Upon proof of dependency, parents or guardians may receive confidential information regarding their dependent student (see Release of Student Information on page 52).

### **Enrollment Certification**

The Admissions and Records Office certifies a student’s enrollment for previous loans (through the National Student Loan Clearinghouse), parental insurance coverage, Department of Social Services requirements, employment and other purposes.

### **Graduation**

A student who plans to graduate should obtain a graduation application from the Admissions and Records Office. The form must be completed by the student’s academic advisor, signed by the student and submitted to the Admissions and Records Office according to the specified due dates.

### **Name/Address Changes**

The Admissions and Records Office makes an official change to the addresses on a student’s records only through a student’s written request to the Admissions and Records Office or documentation from the U.S. Postal Service. Address accuracy is essential for the student to receive information. This office also handles requests for residency changes for tuition purposes.

### **Verification of Grades/GPA**

A student who needs to verify grades/GPA for automobile insurance, company reimbursement of tuition, or other purposes should contact the Admissions and Records Office.

## CAREER AND PLACEMENT SERVICES

### Career Services

One of the essential services provided to students through the Counseling Services Office is Career Services. It is designed to assist both prospective and currently enrolled students to understand how an educational program fits into their career goals. Utilizing various assessment instruments, career exploration and job search activities, the counselors assist students in deciding on a career path. ATC encourages all students to investigate the opportunities available through the Counseling Services Office. Resources to assist in this process include:

- Individual career counseling
- Assessment of interests and personality
- Occupational information through SCOIS and DISCOVER (One Stop Career Center)
- Kuder Career Development Program

### One Stop Career Center

The Lower Savannah Workforce Investment Board in partnership with Aiken Technical College offers students, graduates and the community resources to explore careers, search for employment opportunities, receive assistance with resumes, cover letters, interviewing and dressing for success. The Center is a gateway for applying for assistance through the Workforce Investment Act (WIA).

Career exploration resources include: Career Scope, Discover and SCOIS. The staff of the Center will assist you in using these inventories and then interpret the results for you and then assist in exploring Labor Market Information for areas of interest.

The One Stop Career Center assists individuals and groups in finding full- or part-time employment. Any person interested in employment may come to Room 109 in the Ashley J. Little Building to “check” the job board, the job books and other resources about the availability of jobs in the community.

Specific services include weekly job listings, Internet job information, on-campus interviews, employment referrals and career exploration inventories. The Job Board and the Job Books are kept up-to-date. Patrons may use the Internet to search for jobs in a particular region or local listings that have not come directly to the Center. Additional services offered are:

- Resume preparation, critique and assistance.
- Mailing, e-mailing, or faxing of resumes to employers
- Cover letter preparation
- Referrals to job openings
- Completion of applications
- Workshops on interviewing, job searching and dressing for success
- Tips on how to keep a job

## COUNSELING SERVICES

The mission of Counseling Services at Aiken Technical College is to increase the potential for every student’s success by providing services that meet the goals and outcomes identified by the student. ATC maintains a staff of professional counselors who are available both day and evening to counsel any student confidentially regarding academic, professional, personal or social concerns. A student can meet with a counselor on a walk-in basis or by making an appointment. Specific services include:

- Pre-admission, academic, and career counseling for potential and current students
- Services for special needs students, i.e., the disabled, single parents and displaced homemakers
- Orientation of new students
- Transfer assistance
- Placement testing information for new students and special-needs students
- Student emergencies
- Advising for Career Development students
- Personal counseling
- Student advocacy

# Student Services

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## **ORIENTATION**

Two types of orientation are available to a student entering ATC. Entering students meet with a counselor at the point of acceptance to the college. The meeting provides an explanation of placement test scores and information about placement. The meeting also provides students with basic information concerning getting started in college, including policies about transfer, conduct rules, refunds, advanced standing and academic standards and information about academic advising, financial aid opportunities, tutoring and campus safety and locations of key services. In addition, each semester ATC offers a credit course titled College Skills (COL 103). This class provides a student with the resources needed to improve study habits, enhance test-taking skills and explore career opportunities.

## **PROTECTED HEALTH INFORMATION**

The Health Insurance Portability and Accountability Act (HIPPA) requires certain designated components within Aiken Technical College to maintain the privacy of protected health information (PHI) and to provide individuals with notice of the College's legal duties and privacy practices with respect to PHI.

HIPPA describes how medical information about you may be used and disclosed and how you can get access to this information.

For further information concerning HIPPA and PHI, contact Aiken Technical College's Human Resources Office.

## **RELEASE OF STUDENT INFORMATION**

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, describes the conditions under which information about a student can be released. It is the policy of Aiken Technical College to follow these guidelines to protect the privacy of students.

The following student rights are covered by the Act and afforded to all eligible students of the College:

1. The right to inspect and review information in the student's educational records.
2. The right to request amendment of the contents of the student's educational records if believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to prevent disclosure without consent of personally identifiable information from the student's records (with certain exceptions).
4. The right to secure a copy of the College's policy.
5. Parents who can establish proof of dependency by presenting a copy of their tax return to the Director of Admissions and Records or designee may view the records of a dependent without the written consent of said dependent.
6. The right to file complaints with the U.S. Department of Education concerning alleged failures by the College to comply with the provisions of the Act.

Each of these rights, with any limitations or exceptions, is explained in the College's policy statement which may be obtained from the Admissions and Records Office. A form authorizing parents or others to review student financial aid or student services files is available in the Admission and Records and the Financial Aid Offices.

## **Directory Information**

The College may provide directory information in accordance with the provisions of the Act without the written consent of an eligible

student, unless that student requests in writing that such information not be disclosed. The items listed below are designated as directory information and may be released on any student for any purpose at the discretion of the College unless a written request for non-disclosure is on file: name, address, e-mail, telephone number, dates of attendance, major field of study, awards, honors, degree(s) conferred and previous institution(s) attended.

A student who wishes to request non-disclosure of the above items may submit a written request to the Admissions and Records Office. The College may not provide the parent of a student over eighteen years of age any information about the student's progress without the explicit written consent of the student or a copy of IRS tax forms indicating the student is a dependent of the parent seeking such information.

## **SPECIAL STUDENT SERVICES**

ATC provides special services to students with disabilities. Our goal is to improve the educational development of all students by offering an understanding and supportive campus environment. A counselor is available to provide direct assistance to these students. In order for a student to receive class accommodations based on a disability, the student must complete a form requesting assistance and submit documentation supporting the request. The counselor will review the documentation, determine the appropriate accommodation, and notify the student and faculty.

ATC encourages student independence by creating and maintaining an accessible physical environment and by providing a supportive psychological environment.

## **STUDENT ACTIVITIES**

The mission of the Student Activities Office is to provide an opportunity for the ATC student to become involved in campus life by offering a variety of entertainment and special events. A student participating in student activities gains the opportunity to develop and enhance his/her social and leadership skills.

## **GREGG-GRANITEVILLE STUDENT ACTIVITIES CENTER**

The ATC Gregg-Graniteville Student Activities Center provides the student with a central location to spend time between classes. The center houses a cafeteria, the ATC Bookstore, a game room, the ATC Wellness Center and office space for student organizations.

## **INTRAMURALS**

ATC's intramural sports program is designed to offer a variety of challenging and enjoyable activities to all ATC students.

## **STUDENT GOVERNMENT**

All credit students at ATC are members of the Student Government Association (SGA). The SGA seeks to promote activities for all students and often plans activities and programs which are open to the College community. The SGA's goals are to maintain high standards of scholarship and honor, to preserve the integrity of the institution and its educational environment, to assist in administering regulations, to serve as the liaison between the administration and the student body and to transact business pertaining to the student body. The offices for SGA are president, vice president, secretary and treasurer.

# Student Activities

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## STUDENT ORGANIZATIONS

The College encourages all ATC students to participate in campus organizations. Campus organizations are open to all students without discrimination on the basis of sex, color, age, religion, national origin or disability. Each student organization is educationally based and has clearly defined goals and objectives.

Student organizations include student publications, men's varsity basketball, women's varsity softball, intramural athletic programs, professional clubs, Tau Alpha Pi (Electronic Engineering), academic clubs and Phi Theta Kappa (the international scholastic honor society for two-year colleges). Other campus activities provide students with a variety of opportunities for out-of-class learning as well as community service opportunities.

## ATHLETICS

The College men's basketball team, the ATC Knights, competes in Region 10 of the NJCAA.

The Lady Knights, ATC's women's fast-pitch softball team, began play in the fall of 2004. The team also competes in Region 10 of the NJCAA.

Policies involving intercollegiate sports are formulated and monitored through the Athletic Oversight Committee in the College Governance Structure.

## ACADEMIC SUCCESS CENTER

The Academic Success Center (Room 770) offers a variety of services to students in all curricula. Its purpose is to assist the student by providing assistance in areas of need such as academic upgrading, writing skills and documentation.

A computerized area allows students to work on skills in English grammar, writing, reading comprehension and mathematics. Center hours vary and are posted each semester.

## LIBRARY AND LEARNING RESOURCES CENTER

The ATC Library serves students, faculty, staff and residents of the College's service area. It contains a collection of more than 55,000 items including books, periodicals, audiovisual materials and college catalogs. Periodical abstracts and some full-text articles are available on computer.

The library supports the academic, technical and job training programs of the College. The Library and Learning Resources Center include a full-service media department, areas for study and research and areas for viewing audiovisual materials. Two fully equipped computer labs are also available for patron use.\*

A coin-operated copier and printers are also available in the library.

Overdue book charges are computed at **25 cents per day** for regular two-week loan items. **Students must present a valid computer-coded identification card to check out materials.**

## Reference and Research Assistance

- Interlibrary loan
- Instruction on library research skills
- Self-service photocopying equipment
- Full library services to Distance Learning students

## Computerized Library Technology

- Computer work stations to assist with class research projects \*
- Student access to the Internet \*

## Library Hours

Monday-Thursday..... 8 a.m.-9 p.m.  
Friday..... 8 a.m.-4 p.m.  
Saturday..... 8 a.m.-12 p.m.  
Sunday..... CLOSED



# Academic Support Services

Variations for holidays, break sessions, and exam periods are posted in the library in advance. The library is closed on Saturdays during the Summer Term.

## \* Computer Use Statement

Student computer workstations are reserved for the express purpose of providing access to computer programs and the Internet, and are NOT to be used to store a student's personal or course work information. Unless an instructor has given specific instructions, a student's personal or class work files must be stored on portable media such as CD-ROM or diskette. Unauthorized stored files, including those saved on a hard drive, may be deleted without prior notice. The college assumes no liability for the loss of unauthorized stored files.

According to ATC Computer Ethics Procedure (2-2-111.01), the College reserves the right to monitor, manage, and control the usage of computer resources and to make changes in these procedures without prior notice to users. The following is a partial list of the kinds of uses that could subject users to penalties by the College or an outside authority:

- Harassment (unwanted communication);
- Sexual harassment (including accessing pornographic sites offensive to others);
- Violation of another's privacy;
- Destruction of equipment or software;
- Violation of computer security system;
- Unauthorized use of accounts or access codes;
- Attempts to capture or break passwords;
- Violation of copyright or software agreements (especially downloading multimedia or other documents);
- Academic dishonesty (plagiarizing or purchasing online assignments);
- Violation of College policy or local, state or federal law;
- Criminal, unethical, or dishonest usage ... ("spamming," "spoofing," etc.);

- Using computing facilities for personal gain without contractual agreement with the College;
- Changing computer settings, such as removing, altering, or installing software, wall paper or screen savers unless instructed to do so as a part of a class, etc.

Student violation of the above may result in the following disciplinary actions initiated by the Vice President of Student Services:

- Verbal warning (usually first offense);
- The assignment of ten (10) hours of Community Service completed within two weeks;
- The assignment of a five (5) page paper on Internet ethics due within 2 weeks;
- Immediate suspension from ATC classes (administrative withdrawal without refund) if the disciplinary action is not completed or the offense warrants immediate action by the College.

## Media

The Media Department provides media hardware and software to support the College's academic programs. A student may view software reserved by his/her instructors in the library. The Media Department assists area industries and agencies by lending media software and equipment, providing teleconference facilities and coordinating these services for industries and agencies. In addition, the Media Department provides various professional development opportunities via C-band, Ku band and digitized ETV satellite transmissions.

The Media Department offers assistance to the faculty and staff for production of instructional and/or presentation materials including still photos, videotapes and audiotapes.

# Academic Support Services

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## TEST CENTER

The Test Center provides a quiet, supervised environment where students can take make-up tests. The testing coordinator administers make-up tests, placement tests and a variety of continuing education and skills certification tests. Students must present a valid ID card or other form of picture ID to take a test.

### Test Center Hours

Monday & Thursday..... 8 a.m.-7 p.m.  
Tuesday & Wednesday..... 8 a.m.-5 p.m.  
Friday & Sunday..... CLOSED  
Saturday..... 9 a.m.-12 p.m.

## TUTORING SERVICES

The Academic Success Center provides a free tutoring program that offers one-on-one and small group tutoring assistance for students on any level for any class as long as tutors are available. Students should request assistance as soon as they feel they need additional help. Request for Tutoring Assistance forms may be obtained from the Academic Success Center in Room 770. Hours of operation for the Academic Success Center are posted each semester.

## BOOKSTORE

The ATC Bookstore, located in the Gregg-Graniteville Student Activities Center, carries textbooks and materials to support all classes offered by the College.

### Bookstore Hours

Monday-Thursday.....7:45 a.m.-6:15 p.m.  
Friday.....7:45 a.m.-1:00 p.m.

In addition to new and used textbooks and other school supplies, the Bookstore offers a large selection of ATC sportswear.

### Returns

#### Academic Textbooks:

15-calendar days after start of class, a copy of the student's class schedule is required during summer and term III classes.

#### Non-Textbook Merchandise:

15-calendar days from date of purchase

#### No Returns on:

Reference items, clearance items, total testing, special orders and perishable items

An original cash register must be presented to the bookstore as proof of purchase on all items returned. Textbooks must be in their original shrink-wrap for return. Textbooks must be in original condition free from markings or damage in any manner. Store personnel decisions are final on the condition of the return. Software, multimedia products and electronics are refundable in their original unopened packaging only.

#### Refunds

If you paid by check, a check refund form must be completed. A refund check will be processed and mailed from the ATC business office.

If you paid by credit card, your return will be credited back to your credit card account.

If you paid by a sponsor voucher or Pell Grant, the return will be credited to the sponsor or Pell.

## CAMPUS SECURITY AND STUDENT RIGHT TO KNOW

Information regarding campus crime statistics, security information and overall graduation rate of ATC students is contained in a separate brochure. Students or potential students desiring this information should ask for the brochure in the Counseling Services Office.

## DISTANCE LEARNING

A variety of technologies are used to bring courses to the college and deliver them to other locations. Some distance learning courses may be time and place sensitive

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# General Information

just like traditional courses. Others may allow students access to instruction at any time of the day or night. Because instructors and classmates may not be present, students who take distance learning classes must be good independent learners. More information about distance learning in general is provided in the Student Handbook section of this catalog and in the Distance Learning section of the college's web site. Specific information about courses is provided in the Course Schedule and in the Distance Learning section of the college's web site.

Enrollment procedures are usually, but not always, the same for distance learning courses as they are for traditional courses. Contact your advisor or Counseling Services for information about distance learning courses offered in your program of study.

## **DRUG FREE CAMPUS POLICY**

The South Carolina Technical College System prohibits the unlawful manufacture, distribution, dispensation, possession or use of alcohol, narcotics, drugs or other controlled substances at the workplace and in the educational setting. Unlawful use for these purposes is defined as a violation of federal/state/local regulations, policy, procedures, rules and legal statutes. Educational setting includes both institutional premises and approved educational sites off campus. Students may be suspended or dismissed from the College for violations of this policy. For the complete policy, see pages 237-240 of the Student Handbook in the back of this catalog.

## **ENGLISH FLUENCY REQUIREMENTS**

ATC maintains procedures to ensure that all permanent and adjunct faculty possess adequate proficiency in both written and spoken English. The College will respond appropriately to student concerns regarding an instructor's English fluency. Students should address any concerns about the English fluency to a counselor in the Counseling Services Office.

## **GENERAL EDUCATIONAL DEVELOPMENT (GED)**

Although the College does not provide testing for the GED or a program for GED students, a student who wishes to prepare to take the General Educational Development (GED) Test to receive high school equivalency certificate may take classes in writing, reading and math. Day and evening classes are available. To receive a GED, interested parties should contact the Adult Basic Education Office within their local public school district or ATC Counseling Services Office at (803) 593-9231, ext. 1298, for more information.

## **HEALTH SERVICES AND FIRST AID**

Because ATC is a commuter campus, the College provides only basic first aid for minor injuries. However, the College will assist a student who becomes ill in securing transportation home or to a doctor or hospital.

## **STUDENT CONDUCT**

The Student Handbook section of this catalog contains the Student Code and Grievance Procedure (see pages 220-229). It is the responsibility of all students to be aware of their rights and responsibilities while attending ATC.

A student may be dismissed for aggravated or repeated violations of student regulations. A student dismissed because of his/her conduct may be readmitted only upon the recommendation of the Vice President of Student Services and the approval of the College president.

## **STUDENT INSURANCE**

A group policy paid by ATC from student fees provides accident insurance for all registered students. Students are insured while on College premises during scheduled class days and on College-sponsored activities and trips. Coverage does not extend to students attending athletics events as spectators or attending other social activities.

# General Information

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## STUDENT PARKING

All vehicles on campus must display a current ATC parking permit. Parking permits are for a full academic year (August to August). Students should obtain permits during registration; at other times, parking permits may be obtained from the ATC Public Safety Office. Permits must be clearly visible. Permits may not be altered. Temporary decals may be obtained in the Cashier's Office for students driving a different vehicle on a temporary basis. At no time may an enrolled student park in visitor or faculty parking spaces. Unpaid traffic fines double five working days from issuance. Grades, transcripts and registration privileges will be withheld until all parking fines are paid. For full information on parking regulations and fines, see page 215 in the Student Handbook section of this catalog.

## TELEPHONE CALLS

ATC cannot provide for the receipt or delivery of personal messages, flowers, etc. Classes will not be interrupted for this purpose.

Public telephones available for student use are located in the Ashley J. Little Administration Building (100-200), Engineering Building (400), 700-800 Building and the Gregg-Graniteville Student Activities Center (900). Should a family emergency occur such as death, serious illness or serious injury, Counseling Services will make every effort to notify the student of the situation.

## TELEPHONE DIRECTORY

The main number of Aiken Technical College is (803) 593-9231. A student should contact one of these offices for answers to specific questions.

<i>Office</i>	<i>Extension</i>
Admissions and Records.....	1247
ATC Testing Center.....	1366
Continuing Education (WBDD).....	1230
Counseling/Career Services.....	1298 or 1524

Credit Transfer.....	1247
Financial Aid.....	1248 or 1241
Job Placement.....	1293
Online Courses.....	1275
Placement Testing.....	1520 or 1366
Student Activities.....	1604
Students with Disabilities.....	1520
Single Parent Program.....	1222
Transfer Assistance.....	1521
Veterans Services.....	1244
Workforce & Business Dev....	1230 or 1242

*See the Student Handbook in the back of this catalog for additional listings.*

## TOBACCO PRODUCTS

The use of tobacco products is prohibited on the ATC campus beginning Oct. 1, 2007. These products include, but are not limited to: cigarettes, cigars, pipes and smokeless tobacco.

## VISITORS

Visitors not attending a specific ATC function must check in with Counseling Services upon their arrival on campus. Students may not take visitors to class with them except with special administrative approval. Under no circumstances should children of students be allowed to enter classrooms or be left unattended on campus. No pets except seeing-eye dogs are allowed on campus. Owners of seeing-eye dogs must make prior arrangements for their animals to accompany them to class.

# Programs of Study

Career Paths Available @ ATC

# Programs of Study

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## ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE TRANSFER DEGREES

Associate in Arts .....	62
Associate in Science .....	63
General Studies Certificate .....	64
Interdisciplinary Studies.....	65

## BUSINESS

<b>Associate in Business Technology:</b> <b>Major in Accounting .....</b>	<b>66</b>
Certificate: General Accounting .....	66

<b>Associate in Business Technology:</b> <b>Major in Management .....</b>	<b>67</b>
Certificate: Basic Business .....	68
Certificate: Business Administrative Support... ..	68
Certificate: Management Information Systems.....	68
Certificate: Small Business Management .....	69

<b>Associate in Business Technology:</b> <b>Major in Marketing.....</b>	<b>69</b>
Certificate: E-Marketing .....	70
Certificate: Marketing Specialist .....	71

## COMPUTER TECHNOLOGY

<b>Associate in Computer Technology:</b> <b>Major in Computer Technology-</b> <b>Emphasis in Networking.....</b>	<b>72</b>
Certificate: Computer Networking .....	72

<b>Associate in Computer Technology:</b> <b>Major in Computer Technology-</b> <b>Emphasis in Programming.....</b>	<b>73</b>
Certificate: Computer Game Design .....	73
Certificate: Internet Programming .....	74

<b>Associate in Computer Technology:</b> <b>Major in Computer Technology-</b> <b>Emphasis in Web Development .....</b>	<b>74</b>
Certificate: Web Page Design.....	75

<b>Associate in Occupational Technology:</b> <b>Major in General Technology-</b> <b>Emphasis in Multimedia and</b> <b>Marketing.....</b>	<b>75</b>
Certificate: Basic Multimedia.....	76
Certificate: Advanced Multimedia.....	76
Certificate: Computer Applications .....	76

## ENGINEERING TECHNOLOGY

<b>Associate in Engineering Technology:</b> <b>Major in Electronics Engineering-</b> <b>Emphasis in Computer Electronics.....</b>	<b>77</b>
Certificate: Computer Electronics .....	77

<b>Associate in Engineering Technology:</b> <b>Major in Electronics Engineering-</b> <b>Emphasis in Electronics.....</b>	<b>78</b>
Certificate: Basic Electronics.....	79
Certificate: Advanced Electronics .....	79

## HEALTH SCIENCES

Certificate: Pre-Allied Health .....	80
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<b>Associate in Health Science:</b> <b>Major in Nursing.....</b>	<b>80</b>
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<b>Associate in Health Science:</b> <b>Major in Radiologic Technology.....</b>	<b>82</b>
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<b>Diploma in Health Science:</b> <b>Major in Expanded Duty</b> <b>Dental Assisting.....</b>	<b>83</b>
Certificate: Pre-Dental Hygiene.....	84

<b>Diploma in Health Science:</b> <b>Major in Surgical Technology.....</b>	<b>85</b>
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Certificate: Medical Assistant.....	86
Certificate: Medical Coding.....	86
Certificate: Pre-Pharmacy Technician.....	87
Certificate: Pre-Physical Therapist Assistant.....	88

## INDUSTRIAL/OCCUPATIONAL TECHNOLOGY

**Associate in Industrial Technology:**  
**Major in Industrial Maintenance Technology..... 90**  
Certificate: Electrical/Maintenance ..... 90

**Associate in Occupational Technology:**  
**Major in General Technology ..... 91**

**Associate in Occupational Technology:**  
**Major in General Technology-**  
**Emphasis in Automotive Technology ..... 91**  
Certificate: Automotive Drive Train ..... 92  
Certificate: Automotive Engine Performance  
and Repair..... 92  
Certificate: Automotive Heating and  
Air Conditioning..... 92  
Certificate: Automotive Shop  
Management ..... 93  
Certificate: Brakes, Steering, and  
Suspension..... 93

**Associate in Occupational Technology:**  
**Major in General Technology-**  
**Emphasis in Engineering Graphics**  
**Technology ..... 93**  
Certificate: Computer Aided Design ..... 94  
  
Certificate: Basic Air Conditioning/  
Refrigeration ..... 94  
Certificate: Advanced Air Conditioning/  
Refrigeration ..... 94  
Certificate: Computerized Numerical  
Control (CNC)..... 94  
Certificate: Machine Tool ..... 95  
Certificate: Machine Tool Operator ..... 95  
Certificate: Basic Welding Level I..... 95  
Certificate: Structural and Pipe Welding..... 96  
Certificate: Advanced Pipe Welding ..... 96

## OFFICE SYSTEMS TECHNOLOGY

**Associate in Business Technology:**  
**Major in Office Systems Technology.....97**  
Diploma: Automated Office ..... 97  
Certificate: Desktop Publishing ..... 98  
Certificate: Medical Administrative  
Assistant ..... 99  
Certificate: Office Support Assistant..... 99

## PUBLIC SERVICE

**Associate in Occupational Technology:**  
**Major in General Technology-**  
**Emphasis in Paralegal Studies ..... 100**  
Certificate: Paralegal..... 100

**Associate in Public Service:**  
**Major in Criminal Justice ..... 101**  
Certificate: Criminal Justice ..... 102

**Associate in Public Service:**  
**Major in Early Care and Education ... 102**  
Diploma: Early Childhood Development .... 103  
Certificate: Childcare Management ..... 104  
Certificate: Early Childhood Development... 104  
Certificate: Infant/Toddler ..... 105

**Associate in Public Service:**  
**Major in Human Services..... 105**  
Certificate: Alcohol and Drug Abuse ..... 106  
Certificate: Gerontology ..... 106  
Certificate: Social Services Assistant ..... 106



# AA/AS Transfer Degrees

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## ASSOCIATE IN ARTS

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The Associate in Arts Program prepares the student to transfer to a four-year college or university to study in the areas of fine arts, education, humanities, social sciences or business. With the assistance of an academic advisor, a student may plan a program of study to meet the requirements of the college to which the student wishes to transfer using the guidelines below.

### General Education.....38 Credits

<b>Communications</b>		<b>9 credits</b>
ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPC 205	Public Speaking	3

### Humanities/Fine Arts 6 credits

Select TWO transfer courses from the list on pages 22-23.

### Social/Behavioral Sciences 6 credits

Select TWO transfer courses from the list on pages 22-23.

### Mathematics 6 credits

MAT 110	College Algebra	3
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Select ONE course from:

MAT 111	College Trigonometry	3
MAT 120	Probability and Statistics	3
MAT 122	Finite College Mathematics	3

### Physical/Natural Sciences 8 credits

Select TWO transfer courses from the list on pages 22-23.

### Computer Science 3 credits

CPT 101	Intro to Computers	3
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*CPT 101 may transfer to most South Carolina colleges and universities. See your advisor for more information.*

### Major Course Requirements.... 15 Credits

Courses must be selected from those listed on pages 22-23. However, you should consult with your advisor to select major course requirements that will meet your particular transfer objectives.

### Electives..... 8 Credits

Courses must be selected from those listed on pages 22-23. However, you should consult with your advisor to select electives that will meet your particular transfer objectives.

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### Total Semester-Hour Credits: 61 Credits

*Note: All courses taken toward this degree MUST be selected from the list of college transfer courses on pages 22-23. Other courses that are listed on an official articulation agreement may be considered on a case-by-case basis. For clarification on which courses count towards Humanities and Fine Arts, Social and Behavioral Sciences, or Physical and Natural Science credit requirements, please consult pages 108-109.*

# AA/AS Transfer Degrees

## ASSOCIATE IN SCIENCE

The Associate in Science Program prepares a student to transfer to a four-year college or university to study in the areas of natural/physical sciences, mathematics, engineering or business. With the assistance of an academic advisor, a student may plan a program of study to meet the requirements of the college to which the student wishes to transfer using the guidelines below.

### General Education.....42 Credits

#### Communications 9 credits

ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPC 205	Public Speaking	3

#### Humanities/Fine Arts 6 credits

Select TWO transfer courses from the list on pages 22-23.

#### Social/Behavioral Sciences 6 credits

Select TWO transfer courses from the list on pages 22-23.

#### Mathematics 10 credits

MAT 110	College Algebra	3
MAT 111	College Trigonometry	3
MAT 140	Geometry & Calculus I	4

#### Physical/Natural Sciences 8 credits

Select TWO transfer courses from the list on pages 22-23.

#### Computer Science 3 credits

CPT 101 Intro to Computers 3  
*CPT 101 may transfer to most South Carolina colleges and universities. See your advisor for more information.*

### Major Course Requirements.... 15 Credits

Courses must be selected from those listed on pages 22-23. However, you should consult with your advisor to select major course requirements that will meet your particular transfer objectives.

### Electives..... 4 Credits

Courses must be selected from those listed on pages 22-23. However, you should consult with your advisor to select electives that will meet your particular transfer objectives.

### Total Semester-Hour Credits: 61 Credits

*Note: All courses taken toward this degree MUST be selected from the list of college transfer courses on pages 22-23. Other courses that are listed on an official articulation agreement may be considered on a case-by-case basis. For clarification on which courses count towards Humanities and Fine Arts, Social and Behavioral Sciences, or Physical and Natural Science credit requirements, please consult pages 108-109.*

# AA/AS Transfer Degrees

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## GENERAL STUDIES CERTIFICATE

The General Studies Certificate provides an integrated option for students who seek an introduction to a variety of academic disciplines but are unable to gain immediate degree-seeking admission into their desired four-year college or university. This certificate is ideal for students who plan to transfer before completing a degree program at ATC.

Courses in this certificate prepare students for the Associate in Arts degree or Associate in Science degree at ATC; however, students who plan to seek a degree from ATC and then transfer are encouraged to enroll first into the General Studies Certificate program.

### **General Education..... 18 Credits**

#### **Communications 6 credits**

ENG 101 English Composition I 3 credits

ENG 102 English Composition II 3 credits

OR

SPC 205 Public Speaking 3 credits

#### **Humanities/Fine Arts 3 credits**

Select ONE transfer course from the list on pages 108-109.

#### **Social/Behavioral Sciences 3 credits**

Select ONE transfer course from the list on pages 108-109.

#### **Mathematics 3 credits**

MAT 102 Intermediate Algebra 3 credits

OR

MAT 110 College Algebra 3 credits

#### **General Education Elective 3 credits**

Select ONE transfer course from the list on pages 108-109.

### **Total Semester-Hour Credits: 18 Credits**

*All courses taken toward this certificate MUST be selected from the list of college transfer courses on pages 108-109.*

## **INTERDISCIPLINARY STUDIES**

ATC offers several courses in Interdisciplinary Studies (IDS). A student may take these courses as Humanities/Fine Arts choices in all of ATC's associate's degree programs and the General Studies Certificate. A student may use IDS courses as electives in many of the College's programs. A student should consult his/her program coordinator or advisor about specific program electives. A student who wishes to transfer IDS courses should consult the institution to which he/she plans to transfer.

# Business Programs

## ASSOCIATE IN BUSINESS TECHNOLOGY:

### MAJOR IN ACCOUNTING

The Associate Degree in Business with a Major in Accounting prepares the student to record and post transactions, prepare adjusting entries and financial statements, perform general accounting operations, process accounting information through a microcomputer to produce various accounting records and maintain books for municipalities, state and government agencies. A graduate will be prepared to work independently or as a team member with management.

This program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

#### General Education..... 18 Credits

##### Communications 3 credits

ENG 160 Technical Communications 3

##### -OR BOTH-

ENG 101 English Composition 3

SPC 205 Public Speaking 3

##### Computer Science 3 credits

Select one from:

CPT 101 Introduction to Computers 3

CPT 102 Basic Computer Concepts 3

##### Humanities/Fine Arts 3 credits

Select ONE course from the list on page 108.

##### Mathematics 3 credits

Select ONE course from the following:

MAT 102 Intermediate Algebra 3

MAT 110 College Algebra 3

##### Social/Behavioral Sciences 6 credits

ECO 210 Macroeconomics 3

-AND- Select ONE course from page 108.

#### Major Course Requirements... 39 Credits

ACC 101 Accounting Principles I 3

ACC 102 Accounting Principles II 3

ACC 201 Intermediate Accounting I 3

ACC 202 Intermediate Accounting II 3

ACC 230 Cost Accounting I 3

ACC 231 Cost Accounting II 3

ACC 240 Computerized Accounting 3

BAF 230 Computers in Finance 3

BUS 121 Business Law I 3

BUS 130 Business Communications 3

BUS 140 Business Mathematics 3

BUS 220 Business Ethics 3

MGT 101 Principles of Management 3

#### Additional Course Requirements.... 6 Credits

Select TWO courses from the following:

ACC 120 Federal Income Tax 3

ACC 150 Payroll Accounting 3

ACC 265 Not-for-Profit Accounting 3

BUS 123 Business Law II 3

BUS 270 SCWE in Business 3

CPT 172 Microcomputer Database 3

CPT 174 Microcomputer Spreadsheets 3

MGT 120 Small Business Management 3

MGT 121 Small Business Operations 3

#### **Total Semester-Hour Credits: 63 Credits**

## CERTIFICATE: GENERAL ACCOUNTING

The General Accounting Certificate program prepares the student for entry-level positions in the fast-growing field of bookkeeping, general accounting, recordkeeping and payroll.

#### General Education..... 6 Credits

##### Communications 3 credits

Select ONE course from the following:

BUS 130 Business Communications 3

ENG 101 English Composition I 3

ENG 160 Technical Communications 3

##### Computer Science 3 credits

Select one from:

CPT 101 Introduction to Computers 3

CPT 102 Basic Computer Concepts 3

# Business Programs

## Major Course Requirements.... 15 Credits

ACC 101	Accounting Principles I	3
ACC 150	Payroll Accounting	3
ACC 240	Computerized Accounting	3
BAF 230	Computers in Finance	3
BUS 140	Business Mathematics	3

**Total Semester-Hour Credits: 21 Credits**

## ASSOCIATE IN BUSINESS TECHNOLOGY: MAJOR IN MANAGEMENT

The Associate in Business Technology with a Major in Management Program prepares the student to perform the basic functions of management including planning, organizing, staffing, directing and controlling. Students also develop skills enabling them to communicate effectively both orally and in writing; develop and apply business ethics in managerial decision making; analyze and perform accounting operations; recognize and apply legal principles as they relate to business crimes, torts, and contracts; apply the principles of economics to business; and apply the principles of human resource management to the development of a competent business staff.

This program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

## General Education..... 18 Credits

### Communications 3 credits

ENG 160	Technical Communications	3
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### -OR BOTH-

ENG 101	English Composition I	3
SPC 205	Public Speaking	3

### Computer Science 3 credits

Select one from:

CPT 101	Introduction to Computers	3
CPT 102	Basic Computer Concepts	3

### Humanities/Fine Arts 3 credits

Select ONE course from the list on page 108.

## Mathematics 3 credits

Select ONE course from the following:

MAT 102	Intermediate Algebra	3
MAT 110	College Algebra	3

## Social/Behavioral Sciences 6 credits

ECO 210	Macroeconomics	3
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-AND-

Select ONE course from the list on page 108.

## Major Course Requirements... 36 Credits

ACC 101	Accounting Principles I	3
BAF 230	Computers in Finance	3
BUS 121	Business Law I	3
BUS 130	Business Communications	3
BUS 140	Business Mathematics	3
BUS 220	Business Ethics	3
MGT 101	Principles of Management	3
MGT 121	Small Business Operations	3
MGT 150	Fundamentals of Supervision	3
MGT 201	Human Resource Management	3
MGT 240	Management Decision Making	3
MKT 101	Marketing	3

## Additional Course Requirements.... 9 Credits

Select THREE courses from the following:

ACC 102	Accounting Principles II	3
BUS 123	Business Law II	3
BUS 135	Wage/Salary Administration	3
BUS 210	Introduction to E-Commerce in Business	3
BUS 250	Introduction to International Business	3
BUS 270	SCWE in Business	3
CPT 172	Microcomputer Database	3
CPT 174	Microcomputer Spreadsheet	3
MGT 120	Small Business Management	3

**Total Semester-Hour Credits: 63 Credits**

# Business Programs

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## CERTIFICATE: BASIC BUSINESS

The Basic Business Certificate program prepares the student to enter the modern business world with an understanding of the fundamental principles of accounting, marketing, finance, first-line supervision and/or small business operation.

### General Education..... 6 Credits

#### Communications 3 credits

Select ONE course from the following:

BUS 130	Business Communications	3
ENG 101	English Composition I	3
ENG 160	Technical Communications	3

#### Computer Science 3 credits

Select ONE course from the following:

BAF 230	Computers in Finance	3
CPT 101	Introduction to Computers	3
CPT 102	Basic Computer Concepts	3

### Major Course Requirements.... 12 Credits

ACC 101	Accounting Principles I	3
BUS 140	Business Mathematics	3
MGT 101	Principles of Management	3
MKT 101	Marketing	3

### Total Semester-Hour Credits: 18 Credits

## CERTIFICATE: BUSINESS ADMINISTRATIVE SUPPORT

The Business Administrative Support Certificate program prepares the student to provide the specialized administrative support needed in business organizations. Specialized training includes payroll, purchasing, human resource management and popular computer software.

### General Education..... 6 Credits

#### Communications 3 credits

Select ONE course from the following:

BUS 130	Business Communications	3
ENG 101	English Composition I	3
ENG 160	Technical Communications	3

#### Computer Science 3 credits

Select one from:

CPT 101	Introduction to Computers	3
CPT 102	Basic Computer Concepts	3

### Major Course Requirements.... 12 Credits

ACC 101	Accounting Principles I	3
BUS 135	Wage/Salary Administration	3
BUS 140	Business Mathematics	3
MGT 201	Human Resource Management	3

### Total Semester-Hour Credits: 18 Credits

## CERTIFICATE: MANAGEMENT INFORMATION SYSTEMS

The Management Information Systems Certificate prepares a student for positions utilizing information systems and business applications which provide management information in accounting, human resources and other functional areas of business and industry.

### General Education..... 6 Credits

#### Communications 3 credits

Select ONE course from the following:

BUS 130	Business Communications	3
ENG 101	English Composition I	3
ENG 160	Technical Communications	3



# Business Programs

## Computer Science 3 credits

Select one from:

CPT 101	Introduction to Computers	3
CPT 102	Basic Computer Concepts	3

## Major Course Requirements.... 12 Credits

ACC 101	Accounting Principles I	3
BAF 230	Computers in Finance	3
BUS 140	Business Mathematics	3
MGT 101	Principles of Management	3

## Additional Course Requirements....6 Credits

Select TWO courses from the following:

ACC 240	Computerized Accounting	3
BUS 210	Introduction to E-Commerce in Business	3
CPT 162	Introduction to Web Page Publishing	3
CPT 172	Microcomputer Database	3
CPT 174	Microcomputer Spreadsheet	3

## Total Semester-Hour Credits 24 Credits

## CERTIFICATE: SMALL BUSINESS MANAGEMENT

The Small Business Management Certificate program is designed for the student who is currently working for, operating or considering starting a small business. Entrepreneurial decision making and opportunity analysis on a practical level are emphasized.

## General Education..... 6 Credits

### Communications 3 credits

Select ONE course from the following:

BUS 130	Business Communications	3
ENG 101	English Composition I	3
ENG 160	Technical Communications	3

## Computer Science 3 credits

Select one from:

CPT 101	Introduction to Computers	3
CPT 102	Basic Computer Concepts	3

## Major Course Requirements.... 21 Credits

ACC 101	Accounting Principles I	3
BAF 230	Computers in Finance	3
BUS 135	Wage and Salary Administration	3
BUS 140	Business Mathematics	3
MGT 120	Small Business Management	3
MGT 121	Small Business Operations	3

Select ONE course from the following:

MKT 101	Marketing	3
MKT 110	Retailing	3
MKT 120	Sales Principles	3

## Total Semester-Hour Credits: 27 Credits

## ASSOCIATE IN BUSINESS TECHNOLOGY MAJOR IN MARKETING

The Associate in Business Technology with a Major in Marketing Program prepares the student to perform the basic functions of marketing including advertising, personal sales, public relations and sales promotion. The student will also develop the skills necessary to communicate effectively both orally and in writing; recognize patterns of consumer behavior; develop and apply basic market planning techniques; and have a general understanding of fundamental business operations, including accounting, computer applications and economic principles. This program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

## General Education..... 18 Credits

### Communications 3 credits

ENG 160	Technical Communications	3
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**-OR BOTH-**

ENG 101	English Composition I	3
SPC 205	Public Speaking	3

## Computer Science 3 credits

Select one from:

CPT 101	Introduction to Computers	3
CPT 102	Basic Computer Concepts	3

# Business Programs

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## Humanities/Fine Arts 3 credits

Select ONE course from the list on page 108.

## Mathematics 3 credits

Select ONE course from the following:

MAT 102 Intermediate Algebra 3

MAT 110 College Algebra 3

## Social/Behavioral Sciences 6 credits

ECO 210 Macroeconomics 3

**-AND-**

Select ONE course from the list on page 108.

## Major Course Requirements....36 Credits

ACC 101 Accounting Principles I 3

BAF 230 Computers in Finance 3

BUS 121 Business Law I 3

BUS 130 Business Communications 3

BUS 140 Business Mathematics 3

BUS 220 Business Ethics 3

MGT 101 Principles of Management 3

MKT 101 Marketing 3

MKT 110 Retailing 3

MKT 120 Sales Principles 3

MKT 240 Advertising 3

MKT 265 Retailing Strategies and Applications 3

## Additional Course Requirements..... 9 Credits

Select THREE courses from the following:

ACC 102 Accounting Principles I 3

BUS 123 Business Law II 3

BUS 210 Introduction to E-Commerce 3  
in Business

BUS 250 Introduction to International 3  
Business

BUS 270 SCWE in Business 3

CPT 162 Introduction to Web Page 3  
Publishing

MGT 120 Small Business Management 3

MGT 121 Small Business Operations 3

MKT 270 Internet Research and 3  
Marketing

## CERTIFICATE: E-MARKETING

The E-Marketing Certificate Program offers students an extensive learning opportunity in the use of Internet technology in marketing applications. E-Marketing is one of the fastest growing segments in today's business environment, offering numerous employment opportunities for the prepared student.

## Major Course Requirements.... 15 Credits

BUS 130 Business Communications 3

BUS 210 Introduction to E-Commerce 3  
in Business

CPT 162 Introduction to Web Page 3  
Publishing

IST 238 Advanced Tools for 3  
Web Site Design

**-AND-**

Select ONE from the following:

CPT 101 Introduction to Computers 3

CPT 102 Basic Computer Concepts 3

MKT 120 Sales Principles 3

MKT 270 Internet Research and 3  
Marketing

## Additional Course Requirements.... 9 Credits

Select THREE courses from the following:

BUS 250 Introduction to International 3  
Business

BUS 270 SCWE in Business 3

CPT 168 Programming Logic and Design 3

CPT 238 Internet Scripting 3

MKT 110 Retailing 3

MKT 240 Advertising 3

## **Total Semester-Hour Credits: 24 Credits**

## **Total Semester-Hour Credits: 63 Credits**

## **CERTIFICATE: MARKETING SPECIALIST**

The Marketing Certificate program prepares the student for entry-level positions in the ever-expanding fields of marketing, retailing, and sales. The program is designed to give the student an understanding of the various basic skills required for a successful job applicant.

### **General Education..... 6 Credits**

#### **Communications 3 credits**

Select ONE course from the following:

BUS 130	Business Communications	3
ENG 101	English Composition I	3
ENG 160	Technical Communications	3

#### **Computer Science 3 credits**

Select one from:

CPT 101	Introduction to Computers	3
CPT 102	Basic Computer Concepts	3

### **Major Course Requirements..... 9 Credits**

BUS 140	Business Mathematics	3
MKT 101	Marketing	3
MKT 110	Retailing	3

### **Additional Course Requirements....3 Credits**

Select ONE course from the following:

BUS 210	Introduction to E-Commerce in Business	3
MKT 120	Sales Principles	3
MKT 240	Advertising	3
MKT 270	Internet Research and Marketing	3

### **Total Semester-Hour Credits: 18 Credits**

# Computer Technology Programs

## ASSOCIATE IN COMPUTER TECHNOLOGY: MAJOR IN COMPUTER TECHNOLOGY - EMPHASIS IN NETWORKING

Graduates of the Associate Degree in Computer Technology Program with an Emphasis in Networking receive the skills and training in hardware- and software-specific concepts needed to install, maintain and troubleshoot today's complex interconnected business systems. This emphasis also allows the student to study programming languages and database management.

### General Education..... 15 Credits

#### Communications 3 credits

ENG 160 Technical Communications 3

#### -OR BOTH-

ENG 101 English Composition I 3

SPC 205 Public Speaking 3

#### Computer Science 3 credits

CPT 102 Basic Computer Concepts 3

#### Humanities/Fine Arts 3 credits

Select ONE course from the list on page 108.

#### Mathematics 3 credits

Select ONE course from the following:

MAT 102 Intermediate Algebra 3

MAT 110 College Algebra 3

#### Social/Behavioral Sciences 3 credits

Select ONE course from the list on page 108.

### Major Course Requirements.... 33 Credits

CPT 162 Introduction to Web Page Publishing 3

CPT 168 Programming Logic and Design 3

CPT 172 Microcomputer Database 3

CPT 209 Computer Systems Management 3

CPT 212 Visual Basic Programming 3

CPT 238 Internet Scripting 3

CPT 239 Active Server Pages 3

CPT 242 Database 3

CPT 257 Operating Systems 3

CPT 260 Fundamentals of Operating Systems and Web Servers 3

CPT 265 Advanced Systems and Procedures 3

### Additional Course Requirements... 18 Credits

CPT 180 Shell Scripting 3

IST 241 Network Architecture I 3

IST 246 Integrated Digital Network 3

IST 253 LAN Service and Support 3

IST 259 Electronic Messaging 3

IST 291 Fundamentals of Network Security I 3

### Total Semester-Hour Credits: 66 Credits

## CERTIFICATE: COMPUTER NETWORKING

Graduates of the Certificate in Computer Networking Program receive the training and skills necessary to design, build and install personal computers and network systems. Personal computer troubleshooting, high-level TCP/IP design, active directory administration and network security are among the skills taught in this certificate.

### Major Course Requirements.... 18 Credits

CPT 209 Computer Systems Management 3

CPT 257 Operating Systems 3

IST 241 Network Architecture I 3

IST 246 Integrated Digital Network 3

IST 253 LAN Support and Services 3

IST 291 Fundamentals of Network Security I 3

### Total Semester-Hour Credits: 18 Credits

# Computer Technology Programs

## ASSOCIATE IN COMPUTER TECHNOLOGY: MAJOR IN COMPUTER TECHNOLOGY - EMPHASIS IN PROGRAMMING

Graduates of the Associate Degree in Computer Technology Program with an Emphasis in Programming receive the skills and training in programming languages and software applications needed to create, maintain and troubleshoot software systems for today's businesses. Students within this emphasis also gain experience with database software and Internet application development.

### General Education..... 15 Credits

#### Communications 3 credits

ENG 160 Technical Communications 3

#### -OR BOTH-

ENG 101 English Composition 3

SPC 205 Public Speaking 3

#### Computer Science 3 credits

CPT 102 Basic Computer Concepts 3

#### Humanities/Fine Arts 3 credits

Select ONE course from the list on page 108.

#### Mathematics 3 credits

Select ONE course from the following:

MAT 102 Intermediate Algebra 3

MAT 110 College Algebra 3

#### Social/Behavioral Sciences 3 credits

Select ONE course from the list on page 108.

### Major Course Requirements.... 33 Credits

CPT 162 Introduction to Web Page Publishing 3

CPT 168 Programming Logic and Design 3

CPT 172 Microcomputer Database 3

CPT 209 Computer Systems Management 3

CPT 212 Visual Basic Programming 3

CPT 238 Internet Scripting 3

CPT 239 Active Server Pages 3

CPT 242 Database 3

CPT 257 Operating Systems 3

CPT 260 Fundamentals of Operating Systems and Web Servers 3

CPT 265 Advanced Systems and Procedures 3

### Additional Course Requirements... 18 Credits

CPT 213 Advanced Visual Basic Programming 3

CPT 240 Internet Programming with Databases 3

CPT 252 Digital Animation 3

CPT 266 Introduction to C# Programming 3

CPT 283 PHP Programming I 3

CPT 284 ActionScript Programming I 3

### Total Semester-Hour Credits: 66 Credits

## CERTIFICATE: COMPUTER GAME DESIGN

The Computer Game Design Certificate provides students with the skills to understand and apply computer game design and development concepts. Students are prepared for entry-level employment in game design and related fields. Topics covered include game programming fundamentals, game math and physics, 2D and 3D graphics, and animation.

### Major Course Requirements.... 21 Credits

CPT 168 Programming Logic and Design 3

CPT 232 C++ Programming I 3

CPT 233 C++ Programming II 3

CPT 252 Digital Animation 3

CPT 269 3D Digital Animation 3

CPT 284 ActionScript Programming I 3

CPT 288 Computer Game Dev. I 3

### Total Semester-Hour Credits: 21 Credits

# Computer Technology Programs

## CERTIFICATE: INTERNET PROGRAMMING

The Internet Programming Certificate prepares students with the skills and training in the programming techniques to create, maintain, and troubleshoot web pages and web sites that contain complex programming for e-commerce, dynamic content delivery from databases, and continual updates of the web page layout.

### Major Course Requirements.... 30 Credits

CPT 162	Introduction to Web Page Publishing	3
CPT 168	Programming Logic and Design	3
CPT 238	Internet Scripting	3
CPT 239	Active Server Pages	3
CPT 240	Internet Programming with Databases	3
CPT 252	Digital Animation	3
CPT 283	PHP Programming I	3
CPT 284	ActionScript Programming I	3
IST 238	Advanced Tools for Web Site Design	3

### -AND-

Select ONE course from the following:

CPT 172	Microcomputer Database	3
CPT 242	Database	3

### Total Semester-Hour Credits: 30 Credits

## ASSOCIATE IN COMPUTER TECHNOLOGY: MAJOR IN COMPUTER TECHNOLOGY - EMPHASIS IN WEB DEVELOPMENT

Graduates of the Associate Degree in Computer Technology Program with an Emphasis in Web Development receive the skills and training in programming languages and software applications needed to create, maintain and troubleshoot web sites for information and electronic commerce.

### General Education..... 15 Credits

<b>Communications</b>		<b>3 credits</b>
ENG 160	Technical Communications	3

### -OR BOTH-

ENG 101	English Composition I	3
SPC 205	Public Speaking	3

### Computer Science 3 credits

CPT 102	Basic Computer Concepts	3
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### Humanities/Fine Arts 3 credits

Select ONE course from the list on page 108.

### Mathematics 3 credits

Select ONE course from the following:

MAT 102	Intermediate Algebra	3
MAT 110	College Algebra	3

### Social/Behavioral Sciences 3 credits

Select ONE course from the list on page 108.

### Major Course Requirements.... 33 Credits

CPT 162	Introduction to Web Page Publishing	3
CPT 168	Programming Logic and Design	3
CPT 172	Microcomputer Database	3
CPT 209	Computer Systems Management	3
CPT 212	Visual Basic Programming	3
CPT 238	Internet Scripting	3
CPT 239	Active Server Pages	3
CPT 242	Database	3
CPT 257	Operating Systems	3
CPT 260	Fundamentals of Operating Systems and Web Servers	3
CPT 265	Advanced Systems and Procedures	3

### Additional Course Requirements... 18 Credits

CPT 161	Introduction to Digital Raster Graphics I	3
CPT 240	Internet Programming with Databases	3
CPT 252	Digital Animation	3
CPT 283	PHP Programming I	3
CPT 284	ActionScript Programming I	3
IST 238	Advanced Tools for Website Design	3

### Total Semester-Hour Credits: 66 Credits

# Computer Technology Programs

## CERTIFICATE: WEB PAGE DESIGN

The Web Page Design Certificate provides students with the skills and training in the design and programming techniques needed to create, maintain and troubleshoot web pages and web sites.

### Major Course Requirements.... 24 Credits

CPT 160	Digital Vector Graphics I	3
CPT 161	Introduction to Digital Raster Graphics I	3
CPT 162	Introduction to Web Page Publishing	3
CPT 168	Programming Logic and Design	3
CPT 252	Digital Animation	3
IST 238	Advanced Tools for Web Site Design	3

Select ONE course from the following:

CPT 238	Internet Scripting	3
CPT 283	PHP Programming I	3
CPT 284	ActionScript Programming I	3

Select One course from the following:

CPT 251	Digital Video Production	3
CPT 269	3D Digital Animation	3
CPT 292	Microcomputer Multimedia Sound	3
CPT 293	Advanced Microcomputer Multimedia Applications	3

**Total Semester-Hour Credits: 24 Credits**

## ASSOCIATE IN OCCUPATIONAL TECHNOLOGY: MAJOR IN GENERAL TECHNOLOGY - EMPHASIS IN MULTIMEDIA AND MARKETING

Graduates of the Occupational Technology Program with a Major in General Technology and an Emphasis in Multimedia and Marketing

are prepared to be employed in the field of computer-based multimedia production in a marketing environment. The degree provides the student with the skills to work with various media — text, graphics, HTML, animation, sound, web and video production — to be used in computer-based multimedia production.

### General Education.....15 Credits

#### Communications 3 credits

ENG 160	Technical Communications	3
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#### -OR BOTH-

ENG 101	English Composition I	3
SPC 205	Public Speaking	3

#### Computer Science 3 credits

CPT 102	Basic Computer Concepts	3
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#### Humanities/Fine Arts 3 credits

Select ONE course from the list on page 108.

#### Mathematics 3 credits

Select ONE course from the following:

MAT 102	Intermediate Algebra	3
MAT 110	College Algebra	3

#### Social/Behavioral Sciences 3 credits

Select ONE course from the list on page 108.

### Major Course Requirements.... 42 Credits

#### Primary Technical Specialty: 30 credits Multimedia

CPT 160	Digital Vector Graphics I	3
CPT 161	Introduction to Digital Raster Graphics I	3
CPT 162	Introduction to Web Page Publishing	3
CPT 251	Digital Video Production	3
CPT 252	Digital Animation	3
CPT 257	Operating Systems	3
CPT 292	Microcomputer Multimedia Sound	3
CPT 293	Advanced Microcomputer Multimedia Applications	3



# Computer Technology Programs

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IST 238	Advanced Tools for Website Design	3
CPT 269	3D Digital Animation	3

## Secondary Technical Specialty: 12 credits Marketing

MKT 101	Marketing	3
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### -AND-

Select THREE courses from the following:

BUS 210	Introduction to E-Commerce in Business	3
MKT 110	Retailing	3
MKT 120	Sales Principles	3
MKT 240	Advertising	3
MKT 270	Internet Research and Marketing	3

## Additional Course Requirements... 6 Credits

OST 265	Office Desktop Publishing	3
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Select one from the following:

ART 105	Film as Art	3
ARV 121	Design	3
BUS 130	Business Communications	3
MGT 120	Small Business Management	3

## Total Semester-Hour Credits: 63 Credits

## CERTIFICATE: BASIC MULTIMEDIA

The Basic Multimedia Certificate provides students with the skills to work with various media — text, graphics, and HTML — used in computer-based multimedia production.

## Major Course Requirements.... 18 Credits

CPT 102	Basic Computer Applications	3
CPT 160	Digital Vector Graphics I	3
CPT 161	Introduction to Digital Raster Graphics I	3
CPT 162	Introduction to Web Page Publishing	3
CPT 257	Operating Systems	3
IST 238	Advanced Tools for Web Site Design	3

## Total Semester-Hour Credits: 18 Credits

## CERTIFICATE: ADVANCED MULTIMEDIA

The Advanced Multimedia Certificate provides students with the skills to work with various animation, sound, web, and video production used in computer-based multimedia production.

## Major Course Requirements.... 18 Credits

CPT 251	Digital Video Production	3
CPT 252	Digital Animation	3
CPT 292	Microcomputer Multimedia Sound	3
CPT 293	Advanced Microcomputer Multimedia Applications	3
CPT 269	3D Digital Animation	3
OST 265	Office Desktop Publishing	3

## Total Semester-Hour Credits: 18 Credits

## CERTIFICATE: COMPUTER APPLICATIONS

The Computer Applications Certificate gives students the skills to work with the basic software packages used in business today as well as skills in microcomputer operating systems and Windows environments. This certificate also prepares students for entry into a degree program of their choice in Computer Technology.

## Major Course Requirements.... 12 Credits

CPT 102	Basic Computer Concepts	3
CPT 162	Intro. to Web Page Publishing	3
CPT 172	Microcomputer Database	3
CPT 257	Operating Systems	3

## Additional Course Requirements.... 6 Credits

Select TWO courses from the following:

CPT 160	Digital Vector Graphics I	3
CPT 161	Intro. to Digital Raster Graphics I	3
CPT 168	Programming Logic and Design	3
CPT 174	Microcomputer Spreadsheet	3
CPT 209	Computer Systems Mgt.	3
IST 238	Adv. Tools for Web Site Design	3
IST 241	Network Architecture	3

## Total Semester-Hour Credits: 18 Credits

# Engineering Technology Programs

## ASSOCIATE IN ENGINEERING TECHNOLOGY: MAJOR IN ELECTRONICS ENGINEERING TECHNOLOGY - EMPHASIS IN COMPUTER ELECTRONICS

The Associate Degree in Engineering Technology with a Major in the Electronics Engineering Technology Program with an Emphasis in Computer Electronics prepares technicians who install, program, operate, maintain, service and diagnose computers with operational problems arising from mechanical or electrical malfunctions in either individual units or systems. Also included in the program is instruction in the disciplines of science, mathematics and electronics necessary for understanding computer design, installation, construction, programming, operation, maintenance and functional diagnosis, as well as the detection, isolation and correction of malfunctions.

The Associate in Engineering Technology, Major in Electronics Engineering Technology, Emphasis in Computer Electronics Program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, telephone (410) 347-7700.

### General Education..... 25 Credits

**Communications 3 credits**  
ENG 160 Technical Communications 3

**Computer Science 3 credits**  
EGR 112 Engineering Programming 3

**Humanities/Fine Arts 3 credits**  
Select ONE course from the list on page 108.

**Mathematics 9 credits**  
MAT 110 College Algebra 3  
MAT 111 College Trigonometry 3  
MAT 130 Elementary Calculus 3

**Physical/Natural Sciences 4 credits**  
PHY 201 Physics I 4

**Social/Behavioral Sciences 3 credits**  
Select ONE course from the list on page 108.

### Major Course Requirements.... 29 Credits

EET 111 DC Circuits 4  
EET 112 AC Circuits 4  
EET 131 Active Devices 4  
EET 145 Digital Circuits 4  
EET 235 Programmable Controllers 3  
EET 251 Microprocessor Fundamentals 4  
EET 253 Microprocessors 4  
EGR 255 Engineering Technology 2  
Senior Systems Project

### Additional Requirements..... 15 Credits

EET 210 Digital Integrated Circuits 4  
EET 256 Systems Operation and Maintenance 4  
EGR 110 Introduction to Computer Environment 3  
TCE 201 Local Area Networks 4

### Total Semester-Hour Credits: 69 Credits

## CERTIFICATE: COMPUTER ELECTRONICS

Admission to the Computer Electronics Certificate Program requires the completion of the prerequisites listed below. Graduates of the Certificate in Computer Electronics program receive the skills and training in digital electronics, microprocessor interfacing, computer hardware/software and networking. Graduates should qualify for employment opportunities in electronics technology, computer service, computer networks and other areas requiring knowledge of electronics and computer systems.

\*This Certificate is ideal for those students who have completed the Electronics Engineering Technology with an Emphasis in Electronics Program and want additional skills in this area.

Entry into this program is restricted to those

# Engineering Technology Programs

students having met all prerequisites for the following courses.

## Major Course Requirements.....19 Credits

EGR 110	Introduction to Computer Environment	3
EET 210	Digital Integrated Circuits	4
EET 253	Microprocessors	4
EET 256	Systems Operation and Maintenance	4
TCE 201	Local Area Network	4

## Total Semester-Hour Credits: 19 Credits

## ASSOCIATE IN ENGINEERING TECHNOLOGY: MAJOR IN ELECTRONICS ENGINEERING TECHNOLOGY - EMPHASIS IN ELECTRONICS

The Associate Degree in Engineering Technology with a Major in Electronics Engineering Technology Program with an Emphasis in Electronics prepares technicians who support electrical/electronics engineers and other technical professionals in the design, development, modification and testing of electronic circuits, devices and systems. This major and emphasis also includes instruction in science, mathematics and the electronics necessary to support learning in practical circuit feasibility, prototype development and testing, systems analysis (including design, selection, installation, calibration, and testing), solid-state and microminiature circuits and the application of technical data to specific problems in the electronics field.

The Associate in Engineering Technology, Major in Electronics Engineering Technology, Emphasis in Electronics Program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, telephone (410) 347-7700.

## General Education..... 25 Credits

<b>Communications</b>	<b>3 credits</b>
ENG 160	Technical Communications 3

## Computer Science 3 credits

EGR 112	Engineering Programming 3
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## Humanities/Fine Arts 3 credits

Select ONE course from the list on page 108.

## Mathematics 9 credits

MAT 110	College Algebra 3
MAT 111	College Trigonometry 3
MAT 130	Elementary Calculus 3

## Physical/Natural Sciences 4 credits

PHY 201	Physics I 4
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## Social/Behavioral Sciences 3 credits

Select ONE course from the list on page 108.

## Major Course Requirements....29 Credits

EET 111	DC Circuits 4
EET 112	AC Circuits 4
EET 131	Active Devices 4
EET 145	Digital Circuits 4
EET 235	Programmable Controllers 3
EET 251	Microprocessor Fundamentals 4
EET 253	Microprocessors 4
EGR 255	Engineering Technology 2
	Senior Systems Project

## Additional Requirements..... 15 Credits

EET 210	Digital Integrated Circuits 4
EET 220	Analog Integrated Circuits 3
EET 231	Industrial Electronics 4
EET 241	Electronic Communications 4

## Total Semester-Hour Credits: 69 Credits

# Engineering Technology Programs

## CERTIFICATE: BASIC ELECTRONICS

The Certificate in Basic Electronics accords students an opportunity to explore engineering technology as a career option without committing to a two-year associate's degree program. Included in the certificate are entry-level courses in direct and alternating current principles and circuits, introduction to digital circuits, basic computer programming, industrial safety and algebra.

### Major Course Requirements.... 19 Credits

EET 210	Digital Integrated Circuits	4
EET 220	Analog Integrated Circuits	3
EET 231	Industrial Electronics	4
EET 241	Electronic Communications	4
EET 253	Microprocessors	4

### Total Semester-Hour Credits: 19 Credits

### Major Course Requirements.... 19 Credits

EET 111	DC Circuits	4
EET 112	AC Circuits	4
EET 145	Digital Circuits	4
EGR 105	Safety in the Workplace	1
EGR 112	Engineering Programming	3
MAT 102	Intermediate Algebra	3
OR		
MAT 110	College Algebra	3

### Total Semester-Hour Credits: 19 Credits

## CERTIFICATE: ADVANCED ELECTRONICS

This certificate provides a wide array of knowledge and skills needed for the electronics and computer industry. Specifically, analog and digital circuits design, microprocessor interfacing, computer networking and the wireless technologies. This graduate is prepared to install and maintain electronic systems. Additionally, the graduate is prepared to sit for the FCC license and the Network + examinations.

\*This Certificate is ideal for those students who have completed the Electronics Engineering Technology with an Emphasis in Computer Electronics Program and want additional skills in this area.

Entry into the program is restricted to those having met all prerequisites for the following courses.

# Health Programs

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## **CERTIFICATE: PRE-ALLIED HEALTH**

The Pre-Allied Health Certificate Program provides students with the general academic background required to be successful in a variety of health care related fields. It is also designed to prepare students to meet pre-requisites for admission into several health care specialty programs at ATC. Students will earn credits that help meet specific program prerequisites and apply toward program completion credit should the student be admitted to a selected program. Students should work closely with academic advisors to select courses that will help confirm their career choices and strengthen their academic skills.

### **Major Course Requirements.... 13 Credits**

Choose ONE course from the following:

ENG 101	English Composition I (ADN, RAD, HIM)	3
ENG 160	Technical Communication (EDA, SUR, MED)	3

Choose ONE course from the following:

CPT 101	Introduction to Computers (SUR, HIM)	3
MAT 110	College Algebra (ADN, RAD)	3
MAT 160	Math for Business and Finance (EDA, MED)	3

Choose ONE course from the following:

BIO 112	Basic Anatomy and Physiology 4 (EDA, SUR, HIM, MED)	4
BIO 210	Anatomy and Physiology I (ADN, RAD)	4

Choose ONE course from the following:

PSY 105	Personal/Interpersonal Psychology (EDA, SUR)	3
PSY 201	General Psychology (ADN, RAD)	3

### **Additional Course Requirements... 3 Credits**

AHS 102	Medical Terminology (EDA, HIM, MED, SUR)	3
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### **Total Semester-Hour Credits: 16 Credits**

## **ASSOCIATE IN HEALTH SCIENCES: MAJOR IN NURSING (ADN)**

The Associate Degree in Health Science: Major in Nursing Program prepares graduates to provide direct patient care in a safe, effective manner across multiple settings and prepares students for licensure examination for registered nurses (NCLEX-RN). The course of study includes both theory presentation and supervised clinical experience at affiliating health care agencies.

To apply for consideration for admission, students must complete a nursing application form, have a minimum of a 2.7 cumulative grade point average (based on all courses taken at all colleges in the last 10 years), and complete the following courses with the identified grade:

AHS 126 (A or B final grade and must have been completed within the last 10 years)

BIO 210 (C or better final grade and must have been completed within the last 10 years)

ENG 101 (C or better)

MAT 110 (C or better)

Applications must be submitted by May 15, 2007 to be considered for the Fall 2007 term or by October 1, 2007 to be considered for the Spring 2008 term. After the application date has passed, all applications meeting the minimum requirements will be reviewed. Spaces will be allocated to those who are most qualified as determined by the point system listed on the nursing application form. Students completing courses through non-ATC exemption exams should note that no points are awarded for the successful completion of a CLEP, AP or DANTES examination. In addition, candidates earning the same number of points for consideration for admission will be given positions based on their cumulative grade point average as determined by the Vice President of Student Services.

## Notes:

1. Admission to Aiken Technical College does not indicate admission into the nursing program.
2. If not accepted in the term of interest, you must reapply.
3. Any student who has attempted and made a WF, F, or D on a required general education course, prerequisite course, corequisite course, a single nursing course twice, or any two (2) nursing courses - either RN or LPN, is not eligible to apply to this program.
4. Applicants whose first language is not English must submit official TOEFL scores. A minimum score of 213 on the computer-based exam or 500 on the paper exam is required for admission consideration.

Once admitted to the program, students must submit documentation of the following: a physical exam, TB skin test or chest X-ray, current Health Care Provider CPR certification, current immunization record, and proof of liability insurance. A criminal background check will be required prior to clinical rotations. Depending on the result of the background check, a student may not be able to participate in clinical and will be withdrawn from the program.

## General Education..... 27 Credits

**Communications** 3 credits  
 SPC 205 Public Speaking 3

**Humanities/Fine Arts** 3 credits  
 ENG 101\* English Composition I 3

**Physical/Natural Sciences** 12 credits  
 BIO 210\* Anatomy & Physiology I 4  
 BIO 211 Anatomy & Physiology II 4  
 BIO 225 Microbiology 4

**Mathematics** 3 credits  
 MAT 110\* College Algebra 3

**Social/Behavioral Sciences** 6 credits  
 PSY 201 General Psychology 3  
 PSY 203 Human Growth & Development 3

## Major Course Requirements... 38 Credits

### First Year – First Semester

NUR 108 Patient Care Skills I 1  
 NUR 160 Introduction to Nursing 4

### First Year - Second Semester

NUR 106 Pharmacologic Basics in Nursing Practice 2  
 NUR 112 Patient Care Skills II 2  
 NUR 165 Nursing Concepts & Clinical Practice I 6

### First Year - Third Semester

NUR 263 Nursing Across the Lifespan II 4  
 NUR 265 Clinical Concepts Clinical Practice II 6

### Second Year - First Semester

NUR 162 Psychiatric and Mental Health Nursing 3  
 NUR 244 Home Health Nursing 3

### Second Year - Second Semester

NUR 267 Nursing Concepts & Clinical Practice IV 6

### Other Course Requirements.....1 Credit

AHS 126\* Health Calculations 1

### Electives..... 3 Credits

Humanities Elective 3

## **Total Semester-Hour Credits: 68 Credits**

\*Must be successfully completed prior to application for admission to the program.

## LPN to ADN Articulation Program

Licensed Practical Nurses (LPN) may also apply to continue their education by taking a transition course and then taking the final two semesters of the ADN program. This will lead to the awarding of the Associate Degree in Health Science: Major in Nursing and prepare for the licensure examination for registered nurses (NCLEX-RN).

# Health Programs

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To apply for consideration for admission, LPNs must complete an LPN to ADN articulation program admission form, provide a copy of a current LPN license, submit documentation of at least one year full-time work experience as an LPN in the last 3 years, meet the admission criteria for Aiken Technical College, take the LPN General Achievement Profile, have a minimum of a 2.7 cumulative grade point average on all college level work attempted in the last 10 years, and complete the following courses with the identified grade:

AHS 126 (A or B final grade and must have been completed within the last 10 years)

BIO 210 and BIO 211 (C or better final grade and must have been completed within the last 10 years)

ENG 101 (C or better)

MAT 110 (C or better)

PSY 201 General Psychology

PSY 203 Human Growth and Development

Applications must be submitted by March 1, 2007 to be considered for the Summer, 2007 term or by May 15, 2007 to be considered for the Fall 2007 term. All applications meeting the minimum requirements will be reviewed. Spaces will be allocated to those who are most qualified as determined by the point system listed on the LPN to ADN articulation program admission form.

## Notes:

1. Admission to Aiken Technical College does not indicate admission into the nursing program.
2. If not accepted in the term of interest, you must reapply.
3. Any student who has attempted and made a WF, F, or D on a required general education course, prerequisite course, corequisite course,

a single nursing course twice, or any two (2) nursing courses - either RN or LPN, is not eligible to apply to this program.

4. Applicants whose first language is not English must submit official TOEFL scores. A minimum score of 213 on the computer-based exam or 500 on the paper exam is required for admission consideration.

Once admitted to the program, students must submit documentation of the following: a physical exam, TB skin test or chest X-ray, current Health Care Provider CPR certification, current immunization record, and proof of liability insurance. A criminal background check will be required prior to clinical rotations. Depending on the result of the background check, a student may not be able to participate in clinical and will be withdrawn from the program.

The first semester of the LPN to ADN Transition Program is as follows:

NUR 201	Transition Nursing	3
SPC 205	Public Speaking	3
	Humanities/Fine Arts Elective	3

After successful completion of the first semester of the LPN to ADN Transition Program, the student will join the generic students for the last two semesters of the nursing program.

## **ASSOCIATE IN HEALTH SCIENCE: MAJOR IN RADIOLOGIC TECHNOLOGY**

The Associate Degree in Health Science with a Major in Radiologic Technology Program prepares entry-level individuals to take and successfully pass the certification examination administered by the American Registry of Radiologic Technologists (ARRT) and to develop good communication and strong interpersonal skills to be able to competently perform within the healthcare environment.

After acceptance into the "college," the student must complete an additional application and be



# Health Programs

accepted into this “program.” Certain prerequisites must be completed prior to a student being admitted to this program or taking any of the RAD courses listed below. See Admissions and Records Office or program coordinator for further information.

The program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182; Phone (312) 704-5300; E-mail to mail@jrcert.org. A program graduate may be eligible to sit for the American Registry of Radiologic Technology national certification exam to become a licensed radiologic technologist.

Only criminal background checks conducted through the College will be accepted. Students will be charged an additional fee at the time of registration. Conviction of a crime (other than a minor traffic violation) could make the student ineligible.

Students will be required to participate in off-campus training in working clinical facilities therefore students will need reliable transportation, since assigned clinical sites are off campus.

## General Education..... 26 Credits

### Communications 3 credits

ENG 101\* English Composition I 3

### Allied Health 3 credits

AHS 102\* Medical Terminology 3

### Computer Science 3 credits

CPT 101 Introduction to Computers 3

### Humanities/Fine Arts 3 credits

SPC 205 Public Speaking 3

### Mathematics 3 credits

MAT 110 College Algebra 3

### Social/Behavioral Sciences 3 credits

PSY 201 General Psychology 3

## Physical/Natural Science 8 credits

BIO 210\* Anatomy and Physiology I 4

BIO 211\* Anatomy and Physiology II 4

## Major Course Requirements... 66 Credits

RAD 102 Radiology Patient Care Procedures 2

RAD 103 Computed Tomography 2

RAD 104 Introduction to Physics 1

RAD 110 Radiographic Imaging I 3

RAD 115 Radiographic Imaging II 3

RAD 121 Radiographic Physics 4

RAD 130 Radiographic Procedures I 3

RAD 131 Computed Tomography 1

RAD 136 Radiographic Procedures II 3

RAD 155 Applied Radiography I 5

RAD 165 Applied Radiography II 5

RAD 176 Applied Radiography III 6

RAD 201 Radiation Biology 2

RAD 205 Radiographic Pathology 2

RAD 230 Radiographic Procedures III 3

RAD 235 Radiography Seminar I 1

RAD 236 Radiography Seminar II 2

RAD 256 Advanced Radiography I 6

RAD 266 Advanced Radiography II 6

RAD 276 Advanced Radiography III 6

## Total Semester-Hour Credits: 92 Credits

*\*Must be successfully completed prior to application for admission to the program.*

## DIPLOMA IN HEALTH SCIENCE: MAJOR IN EXPANDED-DUTY DENTAL ASSISTING

The Diploma in Health Science with a Major in Expanded-Duty Dental Assisting prepares the student to work closely with the dentist as a chair-side assistant, office manager and laboratory assistant providing preventative and restorative care.

After acceptance into the “college,” the student must complete an additional application and be accepted into this “program.” Certain prerequisites must be completed prior to a student being admitted to this program or taking any of the DAT courses listed below.

# Health Programs

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See Admissions and Records Office or program coordinator for further information.

The program is accredited by the Commission on Dental Accreditation of the American Dental Association. A program graduate is eligible to take the Dental Assisting National Board Examination to become a Certified Dental Assistant.

Students will be required to participate in off-campus training in working clinical facilities therefore students will need reliable transportation, since assigned clinical sites are off campus.

## **General Education..... 9 Credits**

### **Communications 3 credits**

ENG 160\* Technical Communications 3

### **Mathematics 3 credits**

MAT 160 Math for Business and Finance 3

### **Social/Behavioral Sciences 3 credits**

PSY 105 Personal/Interpersonal Psychology 3

## **Major Course Requirements... 38 Credits**

AHS 113 Head and Neck Anatomy 1

DAT 105 Dental Charting and Documentation 3

DAT 113 Dental Materials 4

DAT 115 Ethics and Professionalism 1

DAT 118 Dental Morphology 2

DAT 121 Dental Health Education 2

DAT 122 Dental Office Management 2

DAT 123 Oral Medicine/Oral Biology 3

DAT 124 Expanded Functions/Specialties 1

DAT 127 Dental Radiography 4

DAT 154 Clinical Procedures I 4

DAT 164 Clinical Procedures II 4

DAT 177 Dental Office Experience 7

## **Total Semester-Hour Credits.... 47 Credits**

*\*Must be successfully completed prior to entry into this program along with AHS 102 and BIO 112.*

## **Note:**

The student must obtain certification in CPR and provide documentation of a physical exam, TB test, VDRL, Hepatitis B vaccine series and liability insurance prior to clinical participation.

## **CERTIFICATE: PRE-DENTAL HYGIENE**

The Dental Hygiene Program prepares the student to work as a licensed dental professional, oral health educator and clinician who, in conjunction with the dentist, provides preventative, educational and therapeutic oral care to patients.

**Note:** The Dental Hygiene Program is a two-phase curriculum. Phase I courses are general education courses provided at ATC and will result in the award of a Pre-Dental Hygiene Certificate from ATC. The student must complete Phase I courses and maintain a GPA of 2.5 before being considered for Phase II.

To enter Phase II, the student must provide acceptable entry test scores (SAT or ACT), apply to Midlands Technical College, and complete a pre-admission interview.

Students will be required to participate in off-campus training in working clinical facilities therefore students will need reliable transportation, since assigned clinical sites are off campus.

## **PHASE I**

### **General Education..... 36 Credits**

#### **Communications 6 credits**

ENG 101 English Composition I 3

ENG 160 Technical Communications 3

#### **Computer Science 3 credits**

CPT 101 Introduction to Computers 3

#### **Humanities/Fine Arts 3 credits**

Select ONE course from list on page 108, except ENG 101, 102, 160, SPC 205 or 210

# Health Programs

## Mathematics 3 credits

MAT 102 Intermediate Algebra 3

## Physical/Natural Sciences 15 credits

BIO 115 Basic Microbiology 3

BIO 210 Anatomy and Physiology I 4

BIO 211 Anatomy and Physiology II 4

CHM 105 General/Organic/Biochemistry 4

## Social/Behavioral Sciences 6 credits

PSY 201 General Psychology 3

SOC 101 Introduction to Sociology 3

## Phase I

**Total Semester-Hour Credits: 37 Credits**

## PHASE II

Five additional semesters of course work will be required at Midlands Technical College (MTC). A student completing Phases I and II will receive an Associate Degree in Dental Hygiene from MTC.

## DIPLOMA IN HEALTH SCIENCE: MAJOR IN SURGICAL TECHNOLOGY

The Diploma in Health Science, Major in Surgical Technology Program will provide students with the surgical technologist skills needed for employment in medical facilities. Upon successful completion, the student will be eligible to take the national certification exam administered through Licensing Credentialing Committee - Surgical Technology.

After acceptance into the “college,” the student must complete an additional application and be accepted into this “program.” Certain prerequisites must be completed prior to a student being admitted to this program or taking any of the SUR courses listed below. See Admissions and Records Office or program coordinator for further information.

This program is accredited by the Association of Surgical Technologists. Graduates are eligible to take the national accreditation exam.

Only criminal background checks conducted through the College will be accepted. Students will be charged an additional fee at the time of registration. Conviction of a crime (other than a minor traffic violation) could make the student ineligible.

Students will be required to participate in off-campus training in working clinical facilities therefore students will need reliable transportation, since assigned clinical sites are off campus.

## General Education..... 12 Credits

### Communications 3 credits

ENG 160 Technical Communications 3

### -OR BOTH-

ENG 101 English Composition I 3

SPC 205 Public Speaking 3

### Computer Science 3 credits

CPT 101 Introduction to Computers 3

### Physical/Natural Sciences 3 credits

BIO 115 Basic Microbiology 3

BIO 225 Microbiology 4

### Social/Behavioral Sciences 3 credits

PSY 105 Personal/Interpersonal Psychology 3

PSY 201 General Psychology 3

## Major Course Requirements... 40 Credits

SUR 101 Introduction to Surgical Technology 5

SUR 102 Applied Surgical Technology 5

SUR 103 Surgical Procedures I 4

SUR 104 Surgical Procedures II 4

SUR 106 Advanced Surgical Procedures 2

SUR 107 Surgical Specialty Procedures 3

SUR 111 Basic Surgical Practicum 7

SUR 114 Surgical Specialty Practicum 7

# Health Programs

SUR 120	Surgical Seminar	2	ENG 101	English Composition I	3
SUR 130	Biomedical Science for the Surgical Technologist	1	ENG 160	Technical Communications	3

**Total Semester-Hour Credits.... 52 Credits**

*AHS 102 and BIO 112 must be successfully completed prior to entry into the program.*

**Note:** The student must obtain certification in CPR and provide documentation of a physical exam, TB test, Hepatitis B vaccine series and liability insurance prior to clinical participation.

## CERTIFICATE: MEDICAL ASSISTANT

The Medical Assistant Certificate Program prepares the student to assist the physician in performing selected diagnostic tests as well as business office procedures.

After acceptance into the “college,” the student must complete an additional application and be accepted into this “program.” Certain prerequisites must be completed prior to a student being admitted to this program or taking any of the MED courses listed below. See Admissions and Records Office or program coordinator for further information.

The Aiken Technical College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board (CRB) of the American Association of Medical Assistants’ Endowment (AAMA).

Students will be required to participate in off-campus training in working clinical facilities therefore students will need reliable transportation, since assigned clinical sites are off campus.

**General Education..... 7 Credits**  
**Communications 3 credits**

Select ONE course from one of the following:

**Physical/Natural Sciences 4 credits**

BIO 112	Basic Anatomy and Physiology	4
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**Major Course Requirements... 32 Credits**

AHS 102	Medical Terminology	3
AHS 105	Medical Ethics and Law	2
AHS 116	Patient Care Relations	3
MED 103	Medical Assisting Introduction	3
MED 105	Medical Assisting Office Skills I	5
MED 107	Medical Office Management	4
MED 112	Medical Assisting Pharmacology	2
MED 114	Medical Assisting Clinical Procedures	4
MED 156	Clinical Experience I	6

**Total Semester-Hour Credits: 39 Credits**

**Note:** The student must undergo a physical examination, provide documentation of immunization and Hepatitis B vaccine series. A yearly CPR certification, TB skin test and purchase of liability insurance are required. Each student must undergo a criminal background check prior to the beginning of the clinical experience. A grade of “C” or better is required on all courses.

## CERTIFICATE: MEDICAL CODING

The medical coder is a health information specialist trained to assign diagnostic and procedural codes, applying both ICD-9-CM and CPT-IV classification systems for optimal reimbursement in a variety of health care settings. The medical coder will establish a familiarity with other coding and classification systems utilized in nontraditional health care settings as well as reimbursement-related issues and skills including DRG assignment/validation, federal reimbursement systems and operations of third party payors and billing

# Health Programs

departments. Students completing the program are encouraged to sit for the national coding examination to receive credentials as a Certified Coding Specialist (CCS), Certified Coding Apprentice (CCA), or Certified Procedural Coder (CPC).

Students must complete all the course requirements with a “C” or better. The student may not repeat more than two courses in the program to obtain a “C.”

After acceptance into the College, certain prerequisites must be completed prior to a student taking any of the HIM courses listed below. See program coordinator for further information.

Students will be required to participate in off-campus training at coding practicum sites; therefore students will need reliable transportation since assigned practicum sites are off campus.

## General Education..... 7 Credits

### Computer Science 3 Credits

CPT 101 Introduction to Computers 3

### Physical/Natural Science..... 4 Credits

BIO 112 Basic Anatomy and Physiology 4

## Major Course Requirements.... 31 Credits

HIM 101 Introduction to Health Information 1

HIM 125 Standards and Regulations 2

HIM 130 Billing and Reimbursement 3

HIM 135 Medical Pathology 3

HIM 137 Pharmacology for Coders 1

HIM 140 Current Procedural Technology I 3

HIM 141 Current Procedural Technology II 3

HIM 150 Coding Practicum I 3

HIM 216 Coding and Classification I 3

HIM 225 Coding and Classification II 3

HIM 227 Senior Professional 3

Competencies

HIM 266 Computers in Healthcare 3

**Total Semester-Hour Credits: 38**

*AHS 102 and ENG 160 must be successfully completed prior to entry into the program.*

## CERTIFICATE: PRE-PHARMACY TECHNICIAN

The Pre-Pharmacy Technician Program trains the student to work as a health care specialist under the supervision of a registered pharmacist to properly prepare and dispense medications, perform dosage calculations, maintain patient records/profiles and enter data into record systems.

The student must provide acceptable entry test scores (HOBET, SAT, or ACT), apply to Midlands Technical College, and complete a pre-admission interview.

**Note:** The majority of classroom and clinical experience is provided at Aiken Technical College via satellite broadcast as a distance learning cooperative program. Institutional and community pharmacies will be utilized. Laboratory instruction will be held at the Midlands Technical College Airport Campus and require a weekly trip to Columbia for at least one full semester. General Education courses are taken concurrently with Distance Learning Pharmacy courses. Upon completion of all course work, a Pre-Pharmacy Certificate is awarded by Aiken Technical College and a Diploma in Health Sciences: Major in Pharmacy Technician is awarded by Midlands Technical College.

## General Education..... 20 Credits

### Communications 3 credits

ENG 101 English Composition I 3

# Health Programs

## Computer Science **3 credits**

CPT 101 Introduction to Computers 3

## Mathematics **3 credits**

MAT 102 Intermediate Algebra 3

## Physical/Natural Sciences **8 credits**

BIO 112 Basic Anatomy and Physiology 4

CHM 105 General Organic and Biochemistry 4

## Social/Behavioral Sciences **3 credits**

PSY 201 General Psychology 3

## Additional Course Requirements... **3 Credits**

AHS 102 Medical Terminology 3

## Distance Learning..... **25 Credits**

### Pharmacy Credits

PHM 101 Introduction to Pharmacy 3

PHM 109 Applied Pharmacy Practice 2

PHM 111 Applied Pharmacy Practice Lab 1

PHM 113 Pharmacy Math 3

PHM 114 Therapeutic Agents I 3

PHM 118 Comm. Pharmacy Seminar 1

PHM 124 Therapeutic Agents II 3

PHM 152 Pharmacy Technician Practicum I 2

PHM 164 Pharmacy Technician Practicum II 4

PHM 173 Pharmacy Technician Practicum III 3

## **Total Semester-Hour Credits: 48 Credits**

## CERTIFICATE: PRE-PHYSICAL THERAPIST ASSISTANT (PTA)

The Physical Therapist Assistant Program provides a graduate with the skills to provide patient care, under the supervision of a licensed physical therapist, to individuals who have experienced temporary or permanent disability due to pain, injury, disease or birth defects.

The student who wishes to earn an Associate in Health Science Degree with a Major in Physical Therapist Assistant must first complete the Phase I Certificate at Aiken Technical College. All courses in Phase I must be passed with a grade of "C" or better, and the student must maintain a GPA of at least 2.5 to be considered for Phase II.

On completion of Phase I requirements, students are then eligible to apply for Phase II, a Greenville Technical College program with all classes offered on the ATC campus. Admission to Phase II is determined by Greenville Technical College's weighted admission policy. Students should complete Phase I requirements by the end of spring semester before applying for Phase II. Additional requirements for admission to Phase II include attendance at a Career Talk and 20 hours of observation in physical therapy clinics. On acceptance into Phase II, students attend all classes on the ATC campus, and clinical rotations are scheduled within commuting distance of Aiken. Upon completion of the program, graduates are eligible to apply to take the national examination to be licensed to practice as a physical therapist assistant.

**Note:** The student must obtain CPR certification and provide documentation of a physical exam, immunization records, and TB test and undergo a criminal background check and drug screen prior to assignment in a clinical setting.

## PHASE I

### General Education..... **32 Credits**

#### Communications **9 credits**

ENG 101 English Composition I 3

ENG 102 English Composition II 3

SPC 205 Public Speaking 3

#### Computer Science **3 credits**

CPT 101 Introduction to Computers 3

# Health Programs

## Humanities/Fine Arts Elective 3 credits

Select ONE course from the list on page 108.

## Mathematics 3 credits

MAT 110 College Algebra 3

**-OR-**

MAT 120 Probability and Statistics 3

## Physical/Natural Sciences 8 credits

BIO 210 Anatomy and Physiology I 4

BIO 211 Anatomy and Physiology II 4

## Social/Behavioral Sciences 6 credits

PSY 201 General Psychology 3

PSY 203 Human Growth and  
Development 3

## Additional Course Requirements... 3 Credits

AHS 102 Medical Terminology 3

## Phase I

**Total Semester-Hour Credits: 35 Credits**

## Phase II

Phase II will be taught by Greenville Technical College PTA faculty on Aiken Technical College campus.

## Fall Semester 12 credits

PTH 102 Introduction to PT Intervention 2

PTH 105 Introduction to Kinesiology 3

PTH 115 Pathology for PTAs 3

PTH 118 Physical Agents and Modalities 4

## Spring Semester 14 credits

PTH 101 Professional Preparation 2

PTH 220 Patient Assessment Techniques 4

PTH 226 Therapeutic Exercises 3

PTH 228 Manual Therapy Techniques 2

PTH 234 Clinical Education I 3

## Summer Semester 9 credits

PTH 242 Orthopedic Management 4

PTH 246 Neuromuscular Rehabilitation 5

## Fall Semester 13 credits

PTH 264 Clinical Education II 5

PTH 270 Special Topics in PT 3

PTH 274 Clinical Education III 5

## Phase II

**Total Semester-Hour Credits: 48 Credits**

## Note:

After completing Phases I and II, a student will receive an Associate in Health Science with a Major in Physical Therapist Assistant from Greenville Technical College.



# Industrial/Occupational Technology Programs

## ASSOCIATE IN INDUSTRIAL TECHNOLOGY: MAJOR IN INDUSTRIAL MAINTENANCE TECHNOLOGY

The Associate in Industrial Technology with a Major in Industrial Maintenance Technology combines the detailed study of Industrial Electricity/ Electronics and Industrial Maintenance Mechanics to prepare the student to be an electromechanical technician capable of the installation, repair and calibration of both basic and contemporary types of industrial machinery. The program's goal is to produce a graduate with the workmanship, design and problem-solving capabilities to allow him/her to excel as a multi-trade mechanic.

### General Education.....15 Credits

#### Communications 3 credits

ENG 160 Technical Communications 3

#### -OR BOTH-

ENG 101 English Composition I 3

SPC 205 Public Speaking 3

#### Computer Science 3 credits

CPT 101 Introduction to Computers 3

#### Humanities/Fine Arts 3 credits

Select ONE course from the list on page 108.

#### Mathematics 3 credits

MAT 101 Beginning Algebra 3

#### Social/Behavioral Sciences 3 credits

Select ONE course from the list on page 108.

### Major Course Requirements... 46 Credits

EEM 140 National Electrical Code 3

EEM 151 Motor Controls I 4

EEM 161 Industrial Instruments 4

EEM 166 Commercial/Industrial Wiring 4

EEM 217 AC/DC Machines with Electrical Codes 4

EEM 231 Digital Circuits I 3

EEM 251 Programmable Logic Controllers 3

EEM 275 Technical Troubleshooting 3

IMT 120 Mechanical Installations 5

IMT 122 Couplings 2

IMT 131 Hydraulics and Pneumatics 4

IMT 151 Piping Systems 3

IMT 161 Mechanical Power Applications 4

### Additional Course Requirements.. 12 Credits

ACR 101 Fundamentals of Refrigeration 5

EGR 105 Safety in the Workplace 1

EGT 106 Print Reading and Sketching 3

WLD Welding (any course) 3

### Total Semester-Hour Credits: 73 Credits

## CERTIFICATE: ELECTRICAL/MAINTENANCE

The Electrical/Maintenance Certificate Program develops competencies in electrical and mechanical areas as related to Maintenance Mechanics.

### Major Course Requirements....29 Credits

EEM 140 National Electrical Code 3

EEM 151 Motor Controls I 4

EEM 166 Commercial/Industrial Wiring 4

EEM 217 AC/DC Machines with Electrical Codes 4

IMT 120 Mechanical Installations 5

IMT 122 Couplings 2

IMT 151 Piping Systems 3

IMT 161 Mechanical Power 4

### Total Semester-Hour Credits: 29 Credits

# Industrial/Occupational Technology Programs

## ASSOCIATE IN OCCUPATIONAL TECHNOLOGY: MAJOR IN GENERAL TECHNOLOGY

The Associate in Occupational Technology with a Major in General Technology Program enables a student to acquire expertise in a minimum of two technical specialties and to become multi-skilled. The program core consists of a primary technical specialty requiring a minimum of 28 semester hours and a secondary technical specialty requiring a minimum of 12 semester hours and an additional six semester hours of any other course.

A formal plan of study is agreed upon by the student's advisor (of the primary specialty) and the student prior to beginning the program.

### General Education..... 15 Credits

#### Communications 3 credits

ENG 160 Technical Communications 3

#### -OR BOTH-

ENG 101 English Composition I 3

SPC 205 Public Speaking 3

#### Computer Science 3 credits

CPT 101 Introduction to Computers 3

#### Humanities/Fine Arts 3 credits

Select ONE course from the list on page 108.

#### Mathematics 3 credits

MAT 101 Beginning Algebra 3

#### Social/Behavioral Sciences 3 credits

Select ONE course from the list on page 108.

### Major Course Requirements....46 Credits

First Technical Specialty (minimum) 28

Second Technical Specialty (minimum) 12

Other Course Requirements 6

**Total Semester-Hour Credits: 61 Credits (minimum)**

## ASSOCIATE IN OCCUPATIONAL TECHNOLOGY: MAJOR IN GENERAL TECHNOLOGY - EMPHASIS IN AUTOMOTIVE TECHNOLOGY

This program prepares the student to meet entry level technical skills needed to be successful in the automotive service industry. The student learns theory and practical applications used in diagnosing problems and repairing today's highly technical automobiles.

### General Education..... 15 Credits

Communications 3 credits

ENG 160 Technical Communications 3

#### -OR BOTH-

ENG 101 English Composition I 3

SPC 205 Public Speaking 3

#### Computer Science 3 credits

CPT 101 Introduction to Computers 3

#### Humanities/Fine Arts 3 credits

Select ONE course from the list on page 108.

#### Mathematics 3 credits

MAT 101 Beginning Algebra 3

#### Social/Behavioral Sciences 3 credits

Select ONE course from the list on page 108.

### Major Course Requirements.... 51 Credits

#### Primary Technical Specialty 39 credits

AUT 105 Beginning Engine Repair 4

AUT 111 Brakes 3

AUT 122 Suspension & Alignment 4

AUT 132 Automotive Electricity 4

AUT 145 Engine Performance 3

AUT 149 Ignition and Fuel Systems 4

AUT 159 Tools, Equipment and Reference Manuals 3

AUT 160 Introduction to Automotive 1

Technology

AUT 165 Environmental Management 3

AUT 222 4-Wheel Alignment 2

AUT 241 Automotive Air Conditioning 4

# Industrial/Occupational Technology Programs

AUT 262 Advanced Automotive Diagnosis and Repair 4

## Secondary Technical Specialty 12 credits

Select 12 credits from any single prefix (BUS, EEM, MTT, WLD, etc.) that are approved by the program coordinator.

## Additional Course Requirements....4 Credits

EGR 105 Safety in the Workplace 1

### -AND-

Select ONE course from the following:

AUT 116 Manual Transmission and Axle 4

AUT 152 Automatic Transmission 4

AUT 153 Automatic Transmission Diagnosis 3

AUT 157 Shop Management and Supervision 3

AUT 162 Personal Automotive Maintenance 3

AUT 268 Special Topics in Automotive 3

**Total Semester-Hour Credits: 70 Credits**

## CERTIFICATE: AUTOMOTIVE DRIVE TRAIN

The Automotive Drive Train Certificate Program prepares the student to diagnose and repair transmissions/transaxles or related problems.

## Major Course Requirements....20 Credits

AUT 116 Manual Transmission and Axle 4

AUT 132 Automotive Electricity 4

AUT 152 Automatic Transmission 4

AUT 153 Automatic Transmission Diagnosis 3

AUT 159 Tools, Equipment and Reference Manuals 3

AUT 160 Introduction to Automotive Technology 1

EGR 105 Safety in the Workplace 1

**Total Semester-Hour Credits: 20 Credits**

## CERTIFICATE: AUTOMOTIVE ENGINE PERFORMANCE AND REPAIR

The Automotive Engine Performance and Repair Certificate Program prepares the student to diagnose and repair engine-related performance problems.

## Major Course Requirements... 24 Credits

AUT 105 Beginning Engine Repair 4

AUT 132 Automotive Electricity 4

AUT 145 Engine Performance 3

AUT 149 Ignition and Fuel Systems 4

AUT 159 Tools, Equipment and Reference Manuals 3

AUT 160 Introduction to Automotive Technology 1

AUT 262 Advanced Auto Diagnosis and Repair 4

EGR 105 Safety in the Workplace 1

**Total Semester-Hour Credits: 24 Credits**

## CERTIFICATE: AUTOMOTIVE HEATING AND AIR CONDITIONING

The Automotive Heating and Air Conditioning Certificate Program prepares the student to diagnose and repair heating and air-conditioning related problems.

## Major Course Requirements... 16 Credits

AUT 132 Automotive Electricity 4

AUT 159 Tools, Equipment and Reference Manuals 3

AUT 160 Introduction to Automotive Technology 1

AUT 165 Environmental Management for Automotive Industry 3

AUT 241 Automotive Air Conditioning 4

EGR 105 Safety in the Workplace 1

**Total Semester-Hour Credits: 16 Credits**

# Industrial/Occupational Technology Programs

## CERTIFICATE: AUTOMOTIVE SHOP MANAGEMENT

The Automotive Shop Management Certificate Program provides students with those skills necessary to aspire to and to eventually assume management responsibility in an automotive repair facility. The program provides a firm foundation in both automotive service and small business management. It also addresses environmental concerns.

### Major Course Requirements... 17 Credits

AUT 157	Shop Management and Supervision	3
AUT 159	Tools, Equipment and Reference Manuals	3
AUT 160	Introduction to Automotive Technology	1
AUT 165	Environmental Management for Automotive Industry	3
EGR 105	Safety in the Workplace	1
MGT 120	Small Business Management	3
MGT 121	Small Business Operations	3

### Total Semester-Hour Credits: 17 Credits

## CERTIFICATE: BRAKES, STEERING AND SUSPENSION

The Brakes, Steering and Suspension Certificate prepares the student to diagnose and repair brakes, steering, suspension and alignment problems.

### Major Course Requirements.... 18 Credits

AUT 111	Brakes	3
AUT 122	Suspension & Alignment	4
AUT 132	Automotive Electricity	4
AUT 159	Tools, Equipment and Reference Manuals	3
AUT 160	Introduction to Automotive Technology	1
AUT 222	4-Wheel Alignment	2
EGR 105	Safety in the Workplace	1

### Total Semester-Hour Credits: 18 Credits

## ASSOCIATE IN OCCUPATIONAL TECHNOLOGY: MAJOR IN GENERAL TECHNOLOGY - EMPHASIS IN ENGINEERING GRAPHICS TECHNOLOGY

The Associate in Occupational Technology with a Major in General Technology with Emphasis in Engineering Graphics Technology is the combined study of Industrial Drafting, Computer-Aided Drafting and Computer-Aided Manufacturing.

This program is designed to produce a drafter capable of creating detailed engineering drawings. Emphasis is on computer-generated drawings and programming for Computer-Aided Manufacturing using AutoCAD and MICROSTATION software for computer-aided drafting and E-Z CAM software for computer-aided manufacturing.

### General Education..... 15 Credits

#### Communications 3 credits

ENG 160	Technical Communications	3
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#### -OR BOTH-

ENG 101	English Composition I	3
SPC 205	Public Speaking	3

#### Computer Science 3 credits

CPT 101	Introduction to Computers	3
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#### Humanities/Fine Arts 3 credits

Select ONE course from the list on page 108.

#### Mathematics 3 credits

MAT 101	Beginning Algebra	3
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#### Social/Behavioral Sciences 3 credits

Select ONE course from the list on page 108.

### Major Course Requirements... 49 Credits

#### Primary Technical Specialty 31 credits

EGT 110	Engineering Graphics I	4
EGT 115	Engineering Graphics II	4
EGT 130	Geometric Dimensioning and Tolerancing Applications	3
EGT 151	Introduction to CAD	3
EGT 152	Fundamentals of CAD	3

# Industrial/Occupational Technology Programs

EGT 155	Intermediate CAD	2
EGT 157	CAD Techniques	2
EGT 210	Engineering Graphics III	4
EGT 251	Principles of CAD	3
EGT 252	Advanced CAD	3

## Secondary Technical Specialty 14 credits

MTT 111	Machine Tool Theory and Practice I	5
MTT 250	Principles of CNC	3
MTT 254	CNC Programming I	3
MTT 258	Machine Tool CAM	3

## Additional Course Requirements.. 11 Credits

EGR 105	Safety in the Workplace	1
EGR 176	Manufacturing Industries	3
CET 105	Surveying I	3
EGT 215	Mechanical Drawing Applications	4

## Total Semester-Hour Credits: 71 Credits

## CERTIFICATE: COMPUTER AIDED DESIGN (CAD)

The Computer Aided Design Certificate Program provides the person already possessing conventional drafting skills an opportunity to acquire Computer-Aided Drafting skills.

## General Education..... 3 Credits

<b>Mathematics</b>	<b>3 credits</b>
MAT 101	Beginning Algebra 3

## Major Course Requirements.... 14 Credits

EGR 112	Engineering Programming	3
EGT 130	Geometric Dimensioning and Tolerancing Applications	3
EGT 152	Fundamentals of CAD	3
EGT 155	Intermediate CAD	2
EGT 252	Advanced CAD	3

## Total Semester-Hour Credits: 17 Credits

**Note:** EGT 151, EGT 157 and EGT 251 may be taken in lieu of EGT 152, EGT 155 and EGT 252.

## CERTIFICATE: BASIC AIR CONDITIONING/REFRIGERATION

The Basic Air Conditioning/Refrigeration Certificate Program provides students with the fundamental skills necessary for entry-level employment in the heating, air conditioning and refrigeration service industry.

## Major Course Requirements.... 16 Credits

ACR 101	Fundamentals of Refrigeration	5
ACR 106	Basic Electricity for HVAC/R	4
ACR 130	Domestic Refrigeration	4
ACR 140	Automatic Controls	3

## Total Semester-Hour Credits: 16 Credits

## CERTIFICATE: ADVANCED AIR CONDITIONING/REFRIGERATION

The Advanced Air Conditioning/ Refrigeration Certificate Program provides students with those additional skills necessary for the installation, repair and calibration of air conditioning, refrigeration and heating systems.

## Major Course Requirements.... 18 Credits

ACR 107	Wiring Diagrams	2
ACR 110	Heating Fundamentals	4
ACR 120	Basic Air Conditioning	4
ACR 131	Commercial Refrigeration	4
ACR 210	Heat Pumps	4

## Total Semester-Hour Credits: 18 Credits

## CERTIFICATE: COMPUTERIZED NUMERICAL CONTROL (CNC)

The Computerized Numerical Control Certificate Program is designed for the experienced machinist desiring to upgrade or start CNC programming. This program includes the principles of CNC and programming, as well as Computer-Aided Design (CAD) and Computer-Aided Manufacturing (CAM).

# Industrial/Occupational Technology Programs

**Note:** Twelve semester-hours in Machine Tool or equivalent related experience approved by the program coordinator is required for admission.

## Major Course Requirements....21 Credits

EGT 106	Print Reading and Sketching	3
EGT 130	Geometric Dimensioning/ Tolerancing Applications	3
EGT 152	Fundamentals of CAD	3
MTT 250	Principles of CNC	3
MTT 254	CNC Programming I	3
MTT 255	CNC Programming II	3
MTT 258	Machine Tool CAM	3

## Total Semester-Hour Credits: 21 Credits

## CERTIFICATE: MACHINE TOOL

The Machine Tool Certificate Program is directed primarily toward the technical aspects of machine tool operations and includes instruction in conventional machine tools, hand tools, basic measuring tools, layout procedure and inspection. The student is assigned a series of projects beginning with basic machine tool work and progressing to more complex projects.

## Major Course Requirements....27 Credits

EGT 106	Print Reading and Sketching	3
EGT 130	Geometric Dimensioning/ Tolerancing Applications	3
EGT 152	Fundamentals of CAD	2
MTT 111	Machine Tool Theory and Practice I	5
MTT 112	Machine Tool Theory and Practice II	5
MTT 143	Precision Measurements	2
MTT 215	Tool Room Machining I	4
MTT 250	Principles of CNC	3

## Total Semester-Hour Credits: 27 Credits

## CERTIFICATE: MACHINE TOOL OPERATOR I

The Machine Tools Operator I Certificate is directed toward training students for entry level Machine Tool Operator positions.

Emphasis is placed on the technical aspects of basic machine operations and includes tools, measuring, safety and an introduction to CNC principles. Students work through a series of projects putting into practice what is taught in the classroom.

## Major Course Requirements....24 Credits

EGR 105	Safety in the Workplace	1
EGT 106	Blueprint Reading and Sketching	3
MTT 105	Machine Tool Math Applications	3
MTTT 111	Machine Tool Theory and Practice I	5
MTT 112	Machine Tool Theory and Practice II	5
MTT 215	Tool Room Machining I	4
MTT 250	Principles of CNC	3

## Total Semester-Hour Credits: 24 Credits

## CERTIFICATE: BASIC WELDING LEVEL I

This program is designed to provide technical training for persons interested in entry level positions in the welding field. The Level I program covers safety, welding terminology, blueprint reading, layout and measurement. SMAW, GMAW, FCAW and GTAW of milled steel will be covered. Special emphasis will be given to machine set-up and adjustments for varying metal thickness.

## Major Course Requirements.... 16 Credits

WLD 101	Cutting Process	1
WLD 102	Introduction to Welding	2
WLD 103	Print Reading I	1
WLD 108	Gas Metal Arc Welding	4
WLD 111	Arc Welding I	4
WLD 132	Gas Tungsten Arc Welding - Ferrous	4

## Total Semester-Hour Credits: 18 Credits

# Industrial/Occupational Technology Programs

## **CERTIFICATE: STRUCTURAL AND PIPE WELDING**

The Structural and Pipe Welding Certificate Program provides the student the opportunity to develop skills in the major welding processes. The student must perform qualification testing on plate and pipe according to AWS and ASME standards. The program includes study in weld testing, blueprint reading and applied mathematics.

### **Major Course Requirements....30 Credits**

EGT 106	Print Reading and Sketching	3
MAT 101	Beginning Algebra	3
WLD 108	Gas Metal ARC Welding I	4
WLD 111	ARC Welding I	4
WLD 113	ARC Welding II	4
WLD 115	ARC Welding III	4
WLD 117	Specialized ARC Welding	4
WLD 152	Gas Tungsten ARC Welding	4

### **Total Semester-Hour Credits: 30 Credits**

## **CERTIFICATE: ADVANCED PIPE WELDING AND INSPECTION**

The Advanced Pipe Welding and Inspection Certificate Program is designed for the student who has completed the Structural and Pipe Welding Certificate or has the appropriate experience. It incorporates skills already learned with new techniques to provide the student with the skills required for welding alloy piping. The program includes study in welding inspection, destructive testing, non-destructive testing and metallurgy.

### **Major Course Requirements... 20 Credits**

WLD 134	Inert Gas Welding Non-Ferrous	3
WLD 136	Advanced Inert Gas Welding	2
WLD 154	Pipe Fitting & Welding	4
WLD 170	Qualification Welding	4
WLD 204	Metallurgy	3
WLD 212	Destructive Testing	2
WLD 214	Non-destructive Testing	2

### **Total Semester-Hour Credits: 20 Credits**



# Office Systems Technology Programs

## ASSOCIATE IN BUSINESS TECHNOLOGY: MAJOR IN OFFICE SYSTEMS TECHNOLOGY

The Associate Degree in Business with a Major in Office Systems is accredited by the Association of Collegiate Business Schools and Programs (ACBSP). Students develop communication, customer service and information management skills. Individuals are prepared to work in the field of office technology using basic and advanced skills in word processing, office procedures, desktop publishing, spreadsheet, database, presentation and integration of office productivity software to work in the rapidly changing field of office technology.

This program prepares students for the Certified Professional Secretary (CPS) and Certified Administrative Professional (CAP) exams and the Microsoft Office Specialist certification.

**Note:** You can receive advanced placement based on test score qualifications.

### General Education..... 15 Credits

#### Communications 3 credits

ENG 160 Technical Communications 3

#### -OR BOTH-

ENG 101 English Composition I 3

SPC 205 Public Speaking 3

#### Computer Science 3 credits

CPT 174 Microcomputer Spreadsheet 3

#### Humanities/Fine Arts 3 credits

Select ONE course from the list on page 108.

#### Mathematics 3 credits

Select ONE course from the following:

MAT 102 Intermediate Algebra 3

MAT 160 Math for Business and Finance 3

#### Social/Behavioral Sciences 3 credits

PSY 105 Personal/Interpersonal Psych. 3

### Major Course Requirements... 42 Credits

ACC 101 Accounting Principles I 3

BUS 121 Business Law 3

BUS 220 Business Ethics 3

MGT 101 Principles of Management 3

OST 105 Keyboarding 3

OST 110 Document Formatting 3

OST 161 Information Management 3

OST 163 Information Processing 3

OST 180 Customer Service 3

OST 210 Document Production 3

OST 250 Advanced Information Processing 3

OST 251 Administrative Systems and Procedures 3

OST 267 Integrated Information Processing 3

Select one:

OST 121 Machine Transcription 3

OST 123 Legal Machine Transcription 3

### Additional Course Requirements... 6 Credits

Select TWO from:

AHS 102 Medical Terminology 3

CPT 160 Digital Vector Graphics 3

CPT 161 Introduction to Digital Raster Graphics I 3

CPT 172 Microcomputer Database 3

IST 281 Presentation Graphics 3

OST 265 Office Desktop Publishing 3

OST 270 SCWE in Office Systems 3

### **Total Semester-Hour Credits: 63 Credits**

## DIPLOMA IN AUTOMATED OFFICE

The Diploma in the Automated Office program is designed for the student seeking short-term skills in an ever-changing technological administrative environment. Students are trained to transcribe, enter, extract and manage information. Emphasis is on business computer application skills such as word processing, spreadsheets, databases, desktop publishing and software integration.

# Office System Technology Programs

## General Education..... 12 Credits

### Communications 3 credits

ENG 160 Technical Communications 3

### -OR BOTH-

ENG 101 English Composition I 3

SPC 205 Public Speaking 3

### Computer Science 3 credits

CPT 174 Microcomputer

Spreadsheet 3

### Mathematics 3 credits

Select ONE course from the following:

MAT 102 Intermediate Algebra 3

MAT 160 Business Mathematics 3

### Social/Behavioral Sciences 3 credits

PSY 105 Personal/Interpersonal

Psychology 3

### Major Course Requirements... 27 Credits

CPT 172 Microcomputer Database 3

IST 281 Presentation Graphics 3

OST 105 Keyboarding 3

OST 110 Document Formatting 3

OST 163 Information Processing 3

OST 250 Advanced Information 3

Processing

OST 251 Administrative Systems and 3

and Procedures

OST 265 Office Desktop Publishing 3

Select one from:

OST 121 Machine Transcription 3

OST 123 Legal Machine Transcription 3

### Additional Course Requirements..... 6 Credits

Select TWO from the following:

OST 161 Information Management 3

OST 180 Customer Service 3

OST 210 Document Productions 3

OST 267 Integrated Information 3

Processing

OST 270 SCWE in Office Systems 3

### Total Semester-Hour Credits: 45 Credits

## CERTIFICATE: DESKTOP PUBLISHING

The Desktop Publishing Certificate program is designed to prepare students for entry-level positions in desktop publishing. Emphasis is placed on development of basic administrative office skills combined with training in desktop publishing. Desktop publishing involves creating and producing high-quality, printed documents (such as forms, newspapers, brochures, business cards or fliers) that combine text and graphics. Credits earned in this certificate may be applied to the Associate in Business Technology: Major in Office Systems Technology.

### Major Course Requirements....24 Credits

CPT 160 Digital Vector Graphics I 3

CPT 161 Introduction to Digital Raster 3

Graphics I

CPT 257 Operating Systems 3

IST 281 Presentation Graphics 3

OST 105 Keyboarding 3

OST 163 Information Processing 3

OST 250 Advanced Information 3

Processing

OST 265 Office Desktop Publishing 3

### Total Semester-Hour Credits: 24 Credits

## CERTIFICATE: MEDICAL ADMINISTRATIVE ASSISTANT CERTIFICATE

The Medical Administrative Assistant program prepares individuals for employment in the rapidly changing field of office technology. Students learn human relations and customer service skills that enable them to interact with patient's in the physician's office, health clinic, insurance companies, hospitals or any health care facility. In addition, individuals are trained to be proficient in keyboarding, various computer software applications and information management. Students are able to obtain employment as a receptionist, appointment secretary, telephone operator,

# Office Systems Technology Programs

and information management clerk. Credits earned in this certificate may be applied to the Associate in Business Technology: Major in Office Systems Technology.

**General Education..... 10 credits**

**Communications 3 Credits**

Select ONE course from:

ENG 101	English Composition I	3
ENG 160	Technical Communications	3

**Mathematics 3 Credits**

MAT 160	Math for Business & Finance	3
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**Physical/Natural Science 4 Credits**

BIO 112	Basic Anatomy and Physiology	4
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**Major course requirements..... 23 Credits**

AHS 102	Medical Terminology	3
AHS 105	Medical Ethics and Law	2
*MED 103	Medical Assisting Introduction	3
MED 105	Medical Assisting Office Skills I	3
OST 105	Keyboarding	3
OST 110	Document Formatting	3
OST 161	Information Management	3
OST 163	Information Processing	3

**Total Semester-Hour Credits 33**

\*Students must have completed ENG 032, RDG 032, and MAT 032 prior to taking MED 103.

**CERTIFICATE:  
OFFICE SUPPORT ASSISTANT**

The Office Support Assistant program develops skills to prepare students for entry-level administrative positions, such as computer operator, data entry clerk, file clerk, customer service representative, receptionist, or develop skills for the beginning or re-entry office employee in business and industry. Credits earned in this certificate may be applied to the Associate in Business Technology: Major in Office Systems Technology.

**Major Course Requirements.... 18 Credits**

OST 105	Keyboarding	3
OST 110	Document Formatting	3
OST 121	Machine Transcription	3
OST 161	Information Management	3
OST 163	Information Processing Software	3
OST 180	Customer Service	3

**Total Semester-Hour Credits: 18 Credits**

# Public Service Programs

## ASSOCIATE IN OCCUPATIONAL TECHNOLOGY: MAJOR IN GENERAL TECHNOLOGY - EMPHASIS IN PARALEGAL STUDIES

The Associate in Occupational Technology with a Major in General Technology with Emphasis in Paralegal Studies Program prepares the student to assist attorneys in their professional responsibilities. As a paralegal, the student may have responsibility for legal research, claims investigations, client interviews, document preparation and litigation support. Employment opportunities exist in such diverse areas as insurance, real estate, banking and the public sector.

### General Education..... 18 Credits

#### Communications 6 credits

ENG 101	English Composition I	3
SPC 205	Public Speaking	3

#### Computer Science 3 credits

Select one from:

CPT 101	Introduction to Computers	3
CPT 102	Basic Computer Concepts	3

#### Humanities/Fine Arts 3 credits

Select ONE course from the list on page 108.

#### Mathematics 3 credits

MAT 102	Intermediate Algebra	3
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#### Social/Behavioral Sciences 3 credits

Select ONE course from the list on page 108.

### Major Course Requirements... 42 Credits

#### Primary Technical Specialty 30 credits

Select TEN courses from the following:

LEG 120	Torts	3
LEG 121	Business Law I	3
LEG 122	Business Law II	3
LEG 135	Introduction to Law and Ethics	3
LEG 212	Workers' Compensation	3
LEG 213	Family Law	3
LEG 214	Property Law	3
LEG 215	Bankruptcy Law	3

LEG 230	Legal Writing	3
LEG 231	Criminal Law	3
LEG 233	Wills, Trusts and Probate	3
LEG 234	Title Examination Procedures I	3
LEG 250	Internship for Legal Assistant/ Paralegal	3

### Secondary Technical Specialty 12 credits

Select FOUR courses from the following:

OST 105	Keyboarding	3
OST 110	Document Formatting	3
OST 123	Legal Machine Transcription	3
OST 161	Information Management	3
OST 163	Information Processing	3
OST 180	Customer Service	3
OST 210	Document Production	3
OST 250	Advanced Information Processing	3

### Total Semester-Hour Credits: 60 Credits

## CERTIFICATE: PARALEGAL

The Paralegal Certificate Program prepares a student to work under the direct supervision of an attorney. As a paralegal, the student will prepare legal documents, interview clients and provide litigation support. The terms Paralegal and Legal Assistant are synonymous.

### Major Course Requirements.... 18 Credits

LEG 121	Business Law I	3
LEG 135	Introduction to Law and Ethics	3
LEG 230	Legal Writing	3

-AND-

Select THREE courses from the following:

OST 105	Keyboarding	3
OST 110	Document Formatting	3
OST 123	Legal Machine Transcription	3
OST 161	Information Management	3
OST 163	Information Processing	3
OST 180	Customer Service	3
OST 210	Document Production	3
OST 250	Advanced Information Processing	3

# Public Service Programs

## Additional Course Requirements....9 Credits

Select THREE courses from the following:

LEG 120	Torts	3
LEG 122	Business Law II	3
LEG 212	Workers' Compensation	3
LEG 213	Family Law	3
LEG 214	Property Law	3
LEG 215	Bankruptcy Law	3
LEG 231	Criminal Law	3
LEG 233	Wills, Trusts, and Probate	3
LEG 234	Title Exam Procedures I	3

## Total Semester-Hour Credits: 27 Credits

## ASSOCIATE IN PUBLIC SERVICE: MAJOR IN CRIMINAL JUSTICE TECHNOLOGY

The Associate Degree in Public Service with a Major in Criminal Justice is designed for the student currently working in the Criminal Justice field who wants to complete a degree program that will allow him/her to transfer to a senior institution and for the student who does not want to transfer to a senior institution, but seeks to complete a formal educational process in his/her chosen professional field. It is also designed for the student who is seeking an introduction to higher education in the field of Criminal Justice. An articulation agreement with the South Carolina Criminal Justice Academy offers opportunities for re-certification credits in a higher education environment.

**Note:** Options are listed for both transfer and non-transfer program tracks. The student should discuss these options with his/her advisor.

## General Education..... 18 Credits

<b>Communications</b>		<b>3* or 6 credits</b>
ENG 160*	Technical Communications	3
<b>-OR BOTH-</b>		
ENG 101	English Composition I	3
SPC 205	Public Speaking	3

## Computer Science 3 credits

Select one from:

CPT 101	Introduction to Computers	3
CPT 102	Basic Computer Concepts	3

## Humanities/Fine Arts 3 credits

Select ONE course from the list on page 108.

## Mathematics 3 credits

Select ONE course from the following:

MAT 160*	Math for Business and Finance	3
MAT 110	College Algebra	3

## Social/Behavioral Sciences 6 credits

Select TWO courses from the list on page 108 other than PSY 201 or SOC 101.

## Major Course Requirements... 36 Credits

CRJ 101	Intro to Criminal Justice	3
CRJ 115	Criminal Law I	3
CRJ 125	Criminology	3
CRJ 130	Police Administration	3
CRJ 145	Juvenile Delinquency	3
CRJ 218	Crisis Intervention	3
CRJ 220	The Judicial Process	3
CRJ 222	Ethics in Criminal Justice	3
CRJ 242	Correctional Systems	3
CRJ 260	Seminar in Criminal Justice	3
PSY 201	General Psychology	3
SOC 101	Introduction to Sociology	3

## Additional Course Requirements.... 6 Credits

Select TWO courses from the following:

CRJ 246	Special Problems in Criminal Justice	3
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**-OR-**

CRJ 250	Criminal Justice Internship I	3
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**-AND-**

CRJ 251	Criminal Justice Internship II	3
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## Total Semester-Hour Credits: 60 Credits

\* Indicates courses that are approved for non-transfer track only.

# Public Service Programs

## CERTIFICATE: CRIMINAL JUSTICE

The Criminal Justice Certificate is designed to meet the needs of the working professional in the field of criminal justice. The program also serves as a short introduction to the field for the entering student who has not made a career decision as well as a method of meeting some degree requirements for the Human Services student interested in working in a law enforcement setting.

All courses offered in the certificate may transfer into the Associate in Arts, Associate in Science or Associate in Public Service Degrees.

### General Education..... 6 Credits

#### Communications 3 credits

ENG 160\* Technical Communications 3

-OR-

ENG 101 English Composition I 3

-AND-

SPC 205 Public Speaking 3

#### Social/Behavioral Sciences 3 credits

PSY 201 General Psychology 3

### Major Course Requirements..... 9 Credits

CRJ 101 Introduction to Criminal Justice 3

CRJ 115 Criminal Law 3

-AND-

Select ONE course from the following:

CRJ 246 Special Problems in Criminal Justice 3

CRJ 250 Criminal Justice Internship I 3

### Additional Course Requirements....9 Credits

Select THREE courses from additional Criminal Justice offerings other than internships.

### Total Semester-Hour Credits: 24 Credits

\* Indicates courses that are approved for non-transfer track only.

## ASSOCIATE IN PUBLIC SERVICE: MAJOR IN EARLY CARE AND EDUCATION

The Associate Degree in Public Service with a Major in Early Care and Education Program prepares the student to work with children and families in child development centers, family and group homes and agencies serving children and families.

This degree is designed as an occupational degree. It is not intended as a transfer degree or articulation into four-year programs. This degree **does not lead to teacher certification**. Employment opportunities include lead teacher, teaching assistant, paraprofessional, education specialist, family service worker, director and assistant director.

### General Education..... 15 Credits

#### Communications 3 credits

Select ONE course from the following:

ENG 160 Technical Communications 3

-OR BOTH-

ENG 101 English Composition I 3

SPC 205 Public Speaking 3

#### Computer Science 3 credits

Select one from:

CPT 101 Introduction to Computers 3

CPT 102 Basic Computer Concepts 3

#### Humanities/Fine Arts 3 credits

HIS 202 American History: 1877-Present 3

#### Mathematics 3 credits

Select ONE course from the following:

MAT 101 Beginning Algebra 3

MAT 110 College Algebra 3

MAT 160 Business Math 3

#### Social/Behavioral Sciences 3 credits

PSY 201 General Psychology 3

# Public Service Programs

## Major Course Requirements... 21 Credits

ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I	3
ECD 105	Guidance and Classroom Management	3
ECD 107	Exceptional Children	3
ECD 135	Health, Safety, and Nutrition	3
ECD 203	Growth and Development II	3
ECD 243	Supervised Field Placement	3

## Additional Course Requirements... 24 Credits

ECD 106	Observation of Young Children	3
ECD 108	Family and Community Relations	3
ECD 201	Professionalism and Ethics	3
ECD 252	Diversity Issues in Early Care and Education	3

### -AND-

Select FOUR courses from the following:

ECD 109	Administration and Supervision	3
ECD 131	Language Arts	3
ECD 132	Creative Experiences	3
ECD 133	Science and Math Concepts	3
ECD 138	Movement and Music for Young Children	3
ECD 200	Curriculum Issues in Infant/Toddler Development	3
ECD 205	Socialization and Group Care of Infants and Toddlers	3
ECD 207	Infants and Toddlers with Special Needs	3
ECD 210	Early Childhood Intervention	3
ECD 237	Methods and Materials	3
ECD 251	Supervised Field Experience in Infant/Toddler Environment	3

## **Total Semester-Hour Credits: 60 Credits**

## DIPLOMA: MAJOR IN EARLY CHILDHOOD DEVELOPMENT

The Diploma in Public Service with a Major in Early Childhood Development Program provides the student with the skills to evaluate and assume the role and responsibilities of a person employed in the early childhood profession, to explain and demonstrate how the knowledge of early childhood development influences a classroom teacher, to assume the personal qualities necessary for effective caregiving, to demonstrate an awareness of a curriculum which is developmentally appropriate for young children ages 0 to 8 and to implement effective parent involvement activities in an early childhood program.

## General Education..... 6 Credits

### Communications 3 credits

Select ONE course from the following:

ENG 101	English Composition I	3
ENG 160	Technical Communications	3

### Mathematics 3 credits

Select ONE course from the following:

MAT 101	Beginning Algebra	3
MAT 160	Math for Business and Finance	3

### Social/Behavioral Sciences 3 credits

Select ONE course from the following:

PSY 105	Personal/Interpersonal Psychology	3
PSY 201	General Psychology	3
SOC 101	Introduction to Sociology	3
SOC 102	Marriage and the Family	3

## Major Course Requirements....36 Credits

ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I	3
ECD 105	Guidance-Classroom Management	3
ECD 107	Exceptional Children	3
ECD 108	Family and Community Relations	3
ECD 131	Language Arts	3



# Public Service Programs

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ECD 132	Creative Experiences	3	MAT 160	Math for Business and Finance	3
ECD 133	Science and Math Concepts	3	<b>-AND-</b>		
ECD 135	Health, Safety, and Nutrition	3	Select ONE course from the following:		
ECD 203	Growth and Development II	3	MGT 101	Principles of Management	3
ECD 237	Methods and Materials	3	MGT 120	Small Business Management	3
ECD 243	Supervised Field Experience I	3	MGT 121	Small Business Operations	3

**Total Semester-Hour Credits: 45 Credits**

**Note:** The student must undergo a S.C. State Law Enforcement Division records check, provide current TB test results and undergo a health assessment when entering the Early Childhood Development program. The student must obtain certification in CPR and First Aid prior to graduation.

## CERTIFICATE: CHILDCARE MANAGEMENT

The Childcare Management Certificate Program provides the student with the basic knowledge of management, supervisory and administrative skills for early childhood environments, introduces concepts related to small business management, assists in developing skills to manage multi-age groups of diverse children and assists in developing human relations skills in working with children, parents, colleagues and the community.

**Major Course Requirements... 36 Credits**

CPT 101	Introduction to Computers	3
ECD 102	Growth and Development I	3
ECD 105	Guidance-Classroom Management	3
ECD 106	Observation of Young Children	3
ECD 107	Exceptional Children	3
ECD 108	Family and Community Relations	3
ECD 109	Administration and Supervision	3
ECD 135	Health, Safety and Nutrition	3
ECD 203	Growth and Development II	3
ECD 237	Methods and Materials	3

**-AND-**

Select ONE course from the following:

MAT 101	Beginning Algebra	3
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**Total Semester-Hour Credits: 36 Credits**

**Note:** The student must undergo a S.C. State Law Enforcement Division records check, provide current TB test results and undergo a health assessment on entering the Early Childhood Development Childcare Management Certificate Program. The student must obtain certification in CPR and First Aid prior to graduation.

## CERTIFICATE:

## EARLY CHILDHOOD DEVELOPMENT

The Early Childhood Development Certificate Program provides the student with the skills to assume the role and responsibilities of a person employed in the early childhood profession, to assume the personal qualities necessary for effective care giving and to demonstrate an awareness of a curriculum which is developmentally appropriate for young children.

**Major Course Requirements....27 Credits**

ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I	3
ECD 105	Guidance-Classroom Management	3
ECD 107	Exceptional Children	3
ECD 131	Language Arts	3
ECD 132	Creative Experiences	3
ECD 133	Science and Math Concepts	3
ECD 135	Health, Safety and Nutrition	3
ECD 203	Growth and Development II	3

**Total Semester-Hour Credits: 27 Credits**

**Note:** The student must undergo a S.C. State Law Enforcement Division records

# Public Service Programs

check, provide current TB test results and undergo a health assessment on entering the Early Childhood Development Childcare Management Certificate Program. The student must obtain certification in CPR and First Aid prior to graduation.

## CERTIFICATE: INFANT/TODDLER

The Infant/Toddler Certificate is an 18-hour program designed specifically to provide early childhood teachers the skills and knowledge needed for caring for infants and toddlers. This credential helps fulfill the education requirements for the Palmetto STARS program quality rating system offered by the SC Department of Social Services. The coursework taken can be applied toward the associate's degree program.

### Major Course Requirements.... 18 Credits

ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development	3
ECD 200	Curriculum Issues in Infant and Toddler Development	3
ECD 205	Socialization and Group Care of Infants and Toddlers	3
ECD 207	Infants and Toddlers with Special Needs	3
ECD 251	Supervised Field Experiences in Infant/Toddler Environment	3

### Total Semester-Hour Credits: 18 Credits

## ASSOCIATE IN PUBLIC SERVICE: MAJOR IN HUMAN SERVICES

The Associate Degree in Public Service with a Major in Human Services Program prepares the student to work as a paraprofessional in agencies that provide services to a variety of populations. The program combines classroom work with supervised real-world experiences. Graduates may find employment opportunities with federal, state and local government, social services agencies and programs, and with private human services organizations. The

program is designed to give the student the opportunity to earn specialty certificates in Alcohol and Drug Abuse, Criminal Justice, Early Childhood Development, Gerontology and Social Services Assistant, while obtaining the Associate Degree in Human Services.

### General Education..... 18 Credits

#### Communications 6 credits

ENG 101	English Composition I	3
SPC 205	Public Speaking	3

#### Computer Science 3 credits

Select one from:

CPT 101	Introduction to Computers	3
CPT 102	Basic Computer Concepts	3

#### Humanities/Fine Arts 3 credits

Select ONE course from the list on page 108.

#### Mathematics 3 credits

Select ONE course from the following:

MAT 101	Beginning Algebra	3
MAT 102	Intermediate Algebra	3
MAT 110	College Algebra	3

#### Social/Behavioral Sciences 3 credits

SOC 205	Social Problems	3
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### Major Course Requirements.... 21 Credits

HUS 101	Introduction to Human Services	3
PSY 105	Personal/Interpersonal Psychology	3
PSY 201	General Psychology	3
PSY 203	Human Growth and Development	3
PSY 212	Abnormal Psychology	3
PSY 230	Interviewing Techniques	3
PSY 231	Counseling Techniques	3

### Field Placement Requirements... 9 Credits

HUS 150	Supervised Field Placement I	3
HUS 151	Supervised Field Placement II	3
HUS 152	Supervised Field Placement III	3

# Public Service Programs

## **Additional Course Requirements... 17 Credits**

Select SIX courses from CRJ, ECD, HUS and PSY courses, which are not used to meet a requirement in the degree. Field placement and internship courses cannot be used to meet this requirement.

## **Total Semester-Hour Credits: 65 Credits**

**Note:** The student must obtain certification in CPR and First Aid prior to graduation.

## **CERTIFICATE: ALCOHOL AND DRUG ABUSE**

As part of the Associate in Public Service Major in Human Services Degree, the Alcohol and Drug Abuse Certificate prepares the student to work as a paraprofessional with agencies involved in the prevention, intervention and treatment of addictions. The program combines classroom work with supervised real-world experiences in rehabilitation centers and state or private agencies which treat alcohol and drug abuse problems.

## **Major Course Requirements... 27 Credits**

HUS 151	Supervised Field Placement II	3
HUS 208	Alcohol and Drug Abuse	3
PSY 105	Personal/Interpersonal Psychology	3
PSY 230	Interviewing Techniques	3
PSY 231	Counseling Techniques	3
PSY 235	Group Dynamics	3
PSY 237	Crisis Management	3
PSY 240	Ethnicity and Minority Issues	3
AND ... choose one from the following:		
CRJ 145	Juvenile Delinquency	3
SOC 210	Juvenile Delinquency	3

## **Total Semester-Hour Credits: 27 Credits**

**Note:** The student must obtain certification in CPR and First Aid prior to graduation.

## **CERTIFICATE: GERONTOLOGY**

As part of the Associate in Public Service Major in Human Services Degree, the Gerontology Certificate prepares the student to work as a paraprofessional with agencies involved in

delivering services to the elderly. The program combines classroom work with supervised, real-world experiences in hospital settings, nursing homes, hospice, assisted living facilities, state or home care agencies, and private settings.

## **Major Course Requirements....26 Credits**

HUS 152	Supervised Field Placement III	3
HUS 112	Services for the Elderly	2
HUS 134	Activity Therapy	3
HUS 205	Gerontology	3
HUS 206	Death and Dying	3
PSY 105	Personal/Interpersonal Psy.	3
PSY 230	Interviewing Techniques	3
PSY 231	Counseling Techniques	3
PSY 235	Group Dynamics	3

## **Total Semester-Hour Credits: 26 Credits**

**Note:** The student must obtain certification in CPR and First Aid prior to graduation.

## **CERTIFICATE: SOCIAL SERVICES ASSISTANT**

The Social Services Assistant Certificate prepares the student for entry-level positions in a variety of human services and mental health agencies. It provides opportunities for those who are already employed or are seeking employment in the field. Students may also select this certificate as part of the Associate in Public Service, Major in Human Services Degree. The program combines classroom work with supervised field placement experience.

## **Major Course Requirements....24 Credits**

HUS 101	Introduction to Human Services	3
HUS 150	Supervised Field Placement I	3
HUS 209	Case Management	3
PSY 105	Personal/Interpersonal Psychology	3
PSY 201	General Psychology	3
PSY 231	Counseling Techniques	3
PSY 237	Crisis Management	3
SOC 205	Social Problems	3

## **Total Semester-Hour Credits: 24 Credits**

**Note:** The student must obtain certification in CPR and First Aid prior to graduation.

# Course Descriptions

Blueprints to Your Future

# Course Listings

Students in technical programs may select any of the courses listed below to satisfy program requirements for courses in the Humanities/Fine Arts category and/or courses in the Social/Behavioral Sciences category.

## Note:

Students enrolled in the Associate in Arts, Associate in Science and General Studies Certificate Programs MUST select courses from the official list of transfer courses on pages 22-23 to fulfill degree and certificate requirements.

## HUMANITIES/FINE ARTS COURSE LIST

Course	Title	Credits
ART 101	History/Appreciation of Art	3
ART 105	Film As Art	3
ARV 121	Design	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
ENG 160	Technical Communications	3
ENG 201	American Literature I	3
ENG 202	American Literature II	3
ENG 203	American Literature Survey	3
ENG 205	English Literature I	3
ENG 206	English Literature II	3
ENG 208	World Literature I	3
ENG 209	World Literature II	3
ENG 214	Fiction	3
ENG 218	Drama	3
ENG 222	Poetry	3
ENG 230	Women in Literature	3
ENG 236	African-American Literature	3
ENG 260	Advanced Technical Comm.	3
FRE 101	Elementary French I	4
FRE 102	Elementary French II	4
FRE 201	Intermediate French I	3
FRE 202	Intermediate French II	3
GER 101	Elementary German I	4
GER 102	Elementary German II	4
HIS 101	Western Civilization to 1689	3
HIS 102	Western Civilization: Post 1689	3
HIS 201	American History: Discovery to 1877	3

HIS 202	American History: 1877 to Present	3
JOU 101	Introduction to Journalism	3
MUS 105	Music Appreciation	3
PHI 101	Introduction to Philosophy	3
PHI 110	Ethics	3
PHI 115	Contemporary Moral Issues	3
RDG 101	College Reading	3
REL 103	Comparative Religion	3
SPA 101	Beginning Spanish I	4
SPA 102	Beginning Spanish II	4
SPA 201	Intermediate Spanish I	3
SPA 202	Intermediate Spanish II	3
SPC 205	Public Speaking	3
SPC 210	Oral Interpretation of Literature	3
THE 101	Introduction to Theatre	3

## SOCIAL/BEHAVIORAL SCIENCES COURSE

Course	Title	Credits
ANT 101	General Anthropology	3
ECO 210	Macroeconomics	3
ECO 211	Microeconomics	3
GEO 101	Introduction to Geography	3
GEO 102	World Geography	3
HUS 101	Intro. to Human Services	3
PSC 201	American Government	3
PSC 215	State and Local Government	3
PSY 105	Personal/Interpersonal Psychology	3
PSY 201	General Psychology	3
PSY 203	Human Growth and Development	3
PSY 208	Human Sexuality	3
PSY 212	Abnormal Psychology	3
SOC 101	Introduction to Sociology	3
SOC 102	Marriage and the Family	3
SOC 205	Social Problems	3
SOC 206	Social Psychology	3
SOC 210	Juvenile Delinquency	3
SOC 220	Sociology and the Family	3
SOC 235	Thanatology	3

**PHYSICAL/NATURAL SCIENCES**

Course	Title	Credits
BIO 101	Biological Science I	4
BIO 102	Biological Science II	4
BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
BIO 225	Microbiology	4
CHM 110	College Chemistry I	4
CHM 111	College Chemistry II	4
CHM 211	Organic Chemistry I	4
PHY 201	Physics I	4
PHY 202	Physics II	4

**Special Note:**

Courses listed on the previous page in the Humanities/Fine Arts and Social/Behavioral Sciences categories may be applied **only once** to satisfy curriculum requirements. They may NOT be applied to both categories at any time.

**3.0-0.0-3.0 Numbering System:**

First number:..... Class hours per week.  
 Second number:.... Lab hours per week.  
 Third number:..... Credits earned for successful completion of class.

**Accounting (ACC)**

**ACC 101 Accounting Principles I**

3.0-0.0-3.0

This course introduces basic accounting procedures for analyzing, recording and summarizing financial transactions; adjusting and closing the financial records at the end of the accounting cycle; and preparing financial statements.

Prerequisite(s)..... MAT 032 and RDG 031

**ACC 102 Accounting Principles II**

3.0-0.0-3.0

This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis.

Prerequisite(s).....ACC 101

**ACC 120 Federal Income Tax**

3.0-0.0-3.0

This course is a study of the income tax structure from the standpoint of the individual, partnership, and corporation.

Prerequisite(s).....ACC 101

**ACC 150 Payroll Accounting**

3.0-0.0-3.0

This course introduces the major tasks of payroll accounting; employment practices; federal, state, and local governmental laws and regulations; internal controls; and various forms and records. *Computer simulation included.*

Prerequisite(s).....ACC 101

**ACC 201 Intermediate Accounting I**

3.0-0.0-3.0

This course explores the fundamental processes of accounting theory, including the preparation of financial statements.

Prerequisite(s).....ACC 102

**ACC 202 Intermediate Accounting II**

3.0-0.0-3.0

This course covers the applications of accounting principles and concepts in account evaluation and income determination, including special problems peculiar to corporations and the analysis of financial reports.

Prerequisite(s).....ACC 201

**ACC 230 Cost Accounting I**

3.0-0.0-3.0

This course is a study of the accounting principles involved in job order cost systems.

Prerequisite(s).....ACC 102

**ACC 231 Cost Accounting II**

3.0-0.0-3.0

This course is a study of the accounting principles involving processing and standard cost systems.

Prerequisite(s).....ACC 230

# Courses: ACC - AHS

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## **ACC 240 Computerized Accounting**

3.0-0.0-3.0

This course is a study of using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports, and documents.

Prerequisite(s)..... ACC 101 and CPT 101

## **ACC 265 Not-For-Profit Accounting**

3.0-0.0-3.0

This course introduces the special accounting needs of municipalities, counties, states, the federal government and governmental agencies, and other not-for-profit organizations.

Prerequisite(s).....ACC 101

## **Air Conditioning and Refrigeration Technology (ACR)**

### **ACR 101 Fundamentals of Refrigeration**

3.0-6.0-5.0

This course covers the refrigeration cycle, refrigerants, pressure/temperature relationship, and system components.

Prerequisite(s)..... None

### **ACR 106 Basic Electricity for HVAC/R**

3.0-3.0-4.0

This course includes a basic study of electricity, including Ohm's Law and series and parallel circuits as they relate to heating, ventilating, air conditioning, and/or refrigeration systems.

Prerequisite(s)..... None

### **ACR 107 Wiring Diagrams**

2.0-0.0-2.0

This course covers the basic requirements for interpretation of wiring diagrams used in air conditioning and refrigeration equipment.

Prerequisite(s)..... None

### **ACR 110 Heating Fundamentals**

2.0-6.0-4.0

This course covers the basic concepts of oil, gas, and electric heat, as well as their components and operation.

Prerequisite(s)..... ACC 101 and ACR 106

### **ACR 120 Basic Air Conditioning**

2.0-6.0-4.0

This course is a study of various types of air conditioning equipment including electrical components, schematics, and service to the refrigerant circuit.

Prerequisite(s)..... ACC 101 and ACR 106

### **ACR 130 Domestic Refrigeration**

3.0-3.0-4.0

This course is a study of domestic refrigeration equipment.

Prerequisite(s)..... ACC 101 and ACR 106

### **ACR 131 Commercial Refrigeration**

2.0-6.0-4.0

This course is a study of maintenance and repair of commercial refrigeration systems.

Prerequisite(s)..... ACC 101 and ACR 106

### **ACR 140 Automatic Controls**

2.0-3.0-3.0

This course is a study of the adjustment, repair, and maintenance of a variety of pressure- and temperature-sensitive automatic controls.

Prerequisite(s)..... ACC 101 and ACR 106

### **ACR 210 Heat Pumps**

3.0-3.0-4.0

This course is a study of theory and operational principles of the heat pump.

Prerequisite(s)..... ACC 101 and ACR 106

## **Allied Health (AHS)**

### **AHS 101 Introduction to Health Professions**

2.0-0.0-2.0

This course provides a study of the health professions and the health care industry.

Prerequisite(s)..... None

### **AHS 102 Medical Terminology**

3.0-0.0-3.0

This course covers medical terms including roots, prefixes, and suffixes with emphasis on spelling, definition, and pronunciation.

Prerequisite(s)..... ENG 032 and RDG 032



## **AHS 105 Medical Ethics and Law**

2.0-0.0-2.0

This course provides a study of ethical conduct and legal responsibilities related to health care.

Prerequisite(s).....RDG 032

## **AHS 113 Head and Neck Anatomy**

0.0-3.0-1.0

This course provides a detailed study of the structure of the head and neck with emphasis on structure as it pertains to the study of dental science.

Prerequisite(s)..... BIO 112 and admission into EDA program

## **AHS 116 Patient Care Relations**

3.0-0.0-3.0

This course includes a study of the psychological and emotional effects of illness, hospitalization, and recuperation upon the patient, the health care providers, and others.

Prerequisite(s).....RDG 032

## **AHS 126 Health Calculations**

1.0-0.0-1.0

This course is a study of the mathematical concepts needed in health science studies.

Prerequisite(s)..... MAT 032

## **AHS 155 Special Topics In Health Care**

3.0-0.0-3.0

This course emphasizes specialized job-related education in health care.

Prerequisite(s)..... ENG 032 and RDG 032

## **Art (ART and ARV)**

### **ART 101 Art History and Appreciation**

3.0-0.0-3.0

This is an introductory course to the history and appreciation of art, including the elements and principles of visual arts.

Prerequisite(s)..... ENG 032 and RDG 031 or acceptable placement test scores

### **ART 105 Film As Art**

3.0-0.0-3.0

This course provides an introduction to the appreciation of film and covers the elements and principles of cinema with historical and contemporary examples.

Prerequisite(s)..... ENG 031 and RDG 031

### **ART 108 History of Western Art**

3.0-0.0-3.0

This course is a visual and historical survey of western art form from the Renaissance through modern times. The techniques, forms, and expressive content of painting, sculpture, and architecture will be studied within the context of the cultural environment which produced them.

Prerequisite(s)..... ENG 032 and RDG 032

### **ARV 121 Design**

3.0-0.0-3.0

This course covers basic theories, vocabulary, principles, techniques, media, and problem-solving in basic design.

Prerequisite(s)..... ENG 032 and RDG 032

## **Automotive Technology (AUT)**

### **AUT 105 Beginning Engine Repair**

2.0-6.0-4.0

A basic study of minor engine repairs, this course includes in-frame repairs, cylinder head reconditioning, and timing belt replacement. Also included in the course is the study of basic engine systems.

Prerequisite(s)..... None

### **AUT 111 Brakes**

2.0-3.0-3.0

This course is a study of the fundamentals of hydraulics and brake components in their application to automotive brake systems including cylinder and caliper service and machining of rotors and drums.

Prerequisite(s)..... None

# Courses: AUT

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## **AUT 116 Manual Transmission & Axle**

3.0-3.0-4.0

This course is an advanced study of manual transmissions and transaxles, including proper overhaul procedures for axles and manual transmissions and transaxles.

Prerequisite(s)..... None

## **AUT 122 Suspension and Alignment**

3.0-3.0-4.0

This course is a study of suspension and steering systems including non-adjustable and adjustable wheel alignment angles and application of balancing and alignment equipment.

Prerequisite(s)..... None

## **AUT 132 Automotive Electricity**

2.0-6.0-4.0

This course is a study of electricity as used in automotive applications. This course includes DC and AC principles and their various uses in the automobile. The relationship between Ohm's Law and actual automotive circuits is demonstrated. Component operation and diagnosis is included.

Prerequisite(s)..... None

## **AUT 145 Engine Performance**

2.0-3.0-3.0

This course covers the diagnosis of various performance problems using the appropriate diagnostic equipment and manuals. Logical thinking is also included in the course. Heavy emphasis is placed on emission-related problems.

Prerequisite(s)..... AUT 132 and AUT 149 or approval of program coordinator

## **AUT 149 Ignition & Fuel Systems**

3.0-3.0-4.0

This course is a study of ignition system operation and how it relates to fuel systems for proper engine operation, including widely used electronic ignition and fuel injection operation, diagnosis, and repair.

Prerequisite(s)..... None

## **AUT 152 Automatic Transmission**

2.0-6.0-4.0

This course is a basic study of power flow and hydraulics, including torque converter operation.

Prerequisite(s)..... None

Corequisite..... AUT 153

## **AUT 153 Automatic Transmission Diagnosis**

2.0-3.0-3.0

This course is a basic study of power flow charts and their use in diagnosing automatic transmissions, including the use of pressure testing in diagnosing automatic transmission concerns, repair, and overhaul procedures.

Prerequisite(s)..... None

Corequisite(s)..... AUT 152 or approval of program coordinator

## **AUT 157 Shop Management and Supervision**

2.0-3.0-3.0

This course covers shop management and supervision skills, including shop morale, quality control, and customer relations.

Prerequisite(s)..... None

## **AUT 159 Tools, Equipment, and Reference Manuals**

2.0-3.0-3.0

This course is a study of the proper selection, care, and use of tools and equipment, including proper use of service and reference manuals and guides and diagnostic procedures.

Prerequisite(s)..... None

## **AUT 160 Introduction to Automotive Technology**

1.0-0.0-1.0

This course is an introduction to the automotive field, including an introduction to the different automotive fields available such as automotive technician, shop foreman, service manager, shop owner, etc.

Prerequisite(s)..... None

## **AUT 162 Personal Automotive**

### **2.0-3.0-3.0 Maintenance**

This is a basic course in the study of personal care and maintenance of a vehicle for the do-it-yourself individual.

Prerequisite(s)..... None

## **AUT 165 Environmental Management**

### **3.0-0.0-3.0**

This course is designed to promote environmental compliance through education as it applies to the automotive service industry.

Prerequisite(s)..... None

## **AUT 222 Four Wheel Alignment**

### **1.0-3.0-2.0**

This course is a review of alignment angles and adjusting procedures used in four wheel alignment, including the use of four wheel alignment equipment.

Prerequisite(s)..... None

## **AUT 241 Automotive Air Conditioning**

### **2.0-6.0-4.0**

This course is a study in the principles of refrigeration, operation, and testing procedures to determine the cause of malfunction, and servicing or repairing by approved methods. Emphasis is on special tools, equipment, and safety procedures.

Prerequisite(s)..... None

## **AUT 262 Advanced Automotive**

### **1.0-9.0-4.0 Diagnosis and Repair**

This course is an advanced study of the proper diagnostic and repair procedures required on newer computerized automobiles, including scan tool and digital multimeter operation.

Prerequisite(s)... Approval of prog. coordinator

## **AUT 268 Special Topics in Automotive**

### **2.0-3.0-3.0**

This course covers special subject matter, new technology, new testing equipment, and diagnostic routines.

Prerequisite(s)... Approval of prog. coordinator

## **Biology (BIO)**

### **BIO 101 Biological Science I**

#### **3.0-3.0-4.0**

This course is the first in a sequence introducing biology. Topics include the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology. Laboratory exercises supplement lectures.

Prerequisite(s)..... High school biology is recommended

### **BIO 102 Biological Science II**

#### **3.0-3.0-4.0**

This course includes classifications of organisms and structural and functional considerations of all kingdoms (particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized. Laboratory exercises supplement lectures.

Prerequisite(s)..... BIO 101

### **BIO 105 Principles of Biology**

#### **3.0-3.0-4.0**

This is a an introductory biology course, unifying biology concepts and principles at all levels. Emphasis is on environmental issues and ecological principles.

Prerequisite(s)..... High school biology is recommended

### **BIO 112 Basic Anatomy and Physiology**

#### **3.0-3.0-4.0**

This course is a basic integrated study of the structure and function of the human body. Topics include the molecular theory of life, the cell and its functions, the skeletal structure, and muscles and their physiology. Laboratory sessions relate closely to lecture material.

Prerequisite(s)..... ENG 031 and RDG 031 or approval of program coordinator

# Courses: BIO - BUS

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## **BIO 115 Basic Microbiology**

2.0-3.0-3.0

This is a general course in microbiology including epidemiology and presence, control, and identification of microorganisms. The student performs routine microbiologic laboratory procedures with emphasis on practical application of classroom studies.

Prerequisite(s)..... Successful completion of any college-level biology course with laboratory or approval of program coordinator

## **BIO 150 Anatomy Review for**

1.0-0.0-1.0 **Kinesiology**

This course is a study of the fundamentals of human movement to include detailed musculoskeletal and neuromuscular anatomy, an introduction to kinesiological terms, joint planes of movement, and analysis of motion.

Prerequisite(s)..... BIO 210 and BIO 211

## **BIO 210 Anatomy and Physiology I**

3.0-3.0-4.0

This is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems are studied. Laboratory sessions emphasize microscopic studies and dissections.

Prerequisite(s).....ENG 101 or ENG 160;

BIO 112 or other college biology or chemistry course is strongly recommended

## **BIO 211 Anatomy and Physiology II**

3.0-3.0-4.0

This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied. Laboratory sessions emphasize microscopic studies and discussions.

Prerequisite(s).....BIO 210

## **BIO 225 Microbiology**

3.0-3.0-4.0

This is a detailed study of microbiology as it relates to infection and the disease processes of the body. Topics include immunity, epidemiology, medically important microorganisms, and diagnostic procedures for identification.

Prerequisite(s)..... Successful completion of any college-level biology course with laboratory or approval of program coordinator

## **Business (BAF, BUS)**

### **BAF 230 Computers in Finance**

3.0-0.0-3.0

This course is a study of the operations of computers and available software. Spreadsheet software for financial applications — including amortization schedules, capital budgeting, and times value problems — is utilized. Quickbooks software application for the small business entrepreneur is utilized.

Prerequisite(s)..... ACC 101 and CPT 101

### **BUS 121 Business Law I**

3.0-0.0-3.0

This course is a study of legal procedures; law and society; classifications and systems of law; the tribunals administering justice and their actions; contracts; sales; transfer of titles; rights and duties of the parties; and conditions and warranties.

Prerequisite(s)..... ENG 031 and RDG 032

### **BUS 123 Business Law II**

3.0-0.0-3.0

This course is a study of negotiable instruments, law of property, acquisition and transfer of title, bailments, duties and liabilities of common carriers, innkeepers, warehousemen, and agencies.

Prerequisite(s)..... ENG 031 and RDG 032

## **BUS 130 Business Communications**

3.0-0.0-3.0

This course covers the application of communication skills to situations routinely encountered in business environments.

Prerequisite(s).....ENG 031

## **BUS 135 Wage and Salary Administration**

3.0-0.0-3.0

This course is a study of the proper recording and reporting of payroll with special emphasis on internal controls. Payroll computations, both manual and computer-generated, are included.

Prerequisite(s).....ACC 101

## **BUS 140 Business Mathematics**

3.0-0.0-3.0

This course provides applications of business mathematics in the study of discounting, marking up, inventory, and insurance. Other topics may include payrolls and commission computations, introduction to stocks and bonds, and other accepted business practices.

Prerequisite(s).....MAT 032

## **BUS 210 Introduction to E-Commerce in Business**

3.0-0.0-3.0

This course is the study of electronic commerce and the operations and applications from the business perspective. Emphasis is placed on business concepts and strategies and how they apply to the process of buying and selling goods and services online.

Prerequisite(s).....ENG 031 and RDG 031

## **BUS 220 Business Ethics**

3.0-0.0-3.0

This course includes an exploration of ethical issues arising in the context of doing business. Representative topics include employee rights and responsibilities, corporate regulations and rights, discrimination, truth in advertising, employee privacy, environmental exploitation, and free enterprise.

Prerequisite(s).....ENG 031 and RDG 031

## **BUS 250 Introduction to International Business**

3.0-0.0-3.0

This is a survey course in international business designed to enhance the global perspective of business students. Emphasis is placed on the legal, cultural, economic, and political factors faced in operating an international business.

Prerequisite(s).....MGT 101

## **BUS 268 Special Projects in Business**

3.0-0.0-3.0

This course includes research, reporting, and special activities for successful employment in the business world.

Prerequisite(s).....BUS 250 and completion of 50% of Major Course Requirements in the Associate in Business Technology degree programs

## **BUS 270 SCWE in Business**

0.0-15.0-3.0

This course includes the integration of business skills within an approved work site related to business and industry.

Prerequisite(s).....50% completion of Accounting, Management or Marketing degree or approval of program coordinator

## **Surveying (CET)**

### **CET 105 Surveying I**

2.0-3.0-3.0

This course includes surveying theory and practice, care and use of instruments, traversing procedures, and computation of closure.

Prerequisite(s).....MAT 101

# Courses: CHM - CPT

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## Chemistry (CHM)

### CHM 101 General Chemistry I

3.0-3.0-4.0

This is the first of a sequence of courses in fundamental principles of chemistry. Topics include atomic and molecular structure, nomenclature, formulas and equations, common substances and reactions, stoichiometry, states of matter, solutions, and equilibria.

Prerequisite(s).....MAT 102

### CHM 105 General/Organic/Biochemistry

3.0-3.0-4.0

This course is a study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, and introduction to organic chemistry and biochemistry.

Prerequisite(s).....MAT 102

### CHM 110 College Chemistry I

3.0-3.0-4.0

This is the first course in a sequence which includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions, and states of matter, stoichiometry, gas laws, solutions, and equilibria. Laboratory work reinforces principles discussed in class and prepares students for advanced courses.

Prerequisite(s).....MAT 102

### CHM 111 College Chemistry II

3.0-3.0-4.0

This course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and state of matter, stoichiometry, gas laws, solutions, and equilibria. Other topics included are kinetics, thermodynamics, and electrochemistry. An introduction to qualitative analysis is also included.

Prerequisite(s).....CHM 110

### CHM 211 Organic Chemistry I

3.0-3.0-4.0

This is the first in a sequence of courses that includes nomenclature, structure, and the properties and reaction mechanisms of basic organic chemistry with an introduction to biochemistry. Laboratory work reinforces the classroom discussions and gives practice in handling organic glassware.

Prerequisite(s)..... CHM 111

## College Skills (COL)

### COL 103 College Skills

3.0-0.0-3.0

This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success in college. It is designed to help students gain confidence in their ability to learn and succeed in college.

Prerequisite(s)..... None

## Computer Technology (CPT)

### CPT 101 Introduction to Computers

3.0-0.0-3.0

This course covers basic computer history, theory, and applications, including word processing, spreadsheets, databases, and the operating system. Applications covered include MS Word, MS Access, MS Excel, e-mail, and the Windows operating system.

Prerequisite(s).....RDG 031

### CPT 102 Basic Computer Concepts

3.0-0.0-3.0

This course covers basic uses of a computer with an overview of computer terminology and provides a basic foundation in software applications. Applications covered include MS Excel, MS Word, MS PowerPoint, MS VISIO, and e-mail.

Prerequisite(s).....RDG 031

**CPT 160 Digital Vector Graphics I**

3.0-0.0-3.0

This course is a study of the principles, terminology, techniques, and tools used in vector computer graphics software to create and modify electronic art. Topics include selection tools, drawing paths, creating shapes, adding type, applying transformations, and managing layers. Software used is Adobe Illustrator.

Prerequisite(s).....RDG 031

**CPT 161 Introduction to Digital Raster Graphics I**

3.0-0.0-3.0

This course is a study of the fundamental tools and techniques used in basic digital image creation and manipulation of raster computer graphic files. Topics include selection techniques, adding type, managing layers, applying special effects, and using painting tools. Software used is Adobe Photoshop.

Prerequisite(s).....RDG 031

**CPT 162 Introduction to Web Page Publishing**

3.0-0.0-3.0

This course is a study of the fundamentals of web page design and implementation. This course teaches the foundation concepts of the HTML language.

Prerequisite(s).....RDG 031

**CPT 168 Programming Logic & Design**

3.0-0.0-3.0

This course examines problem-solving techniques applied to program design. Topics include a variety of documentation techniques as a means of solution presentation.

Prerequisite(s)..... MAT 101 and RDG 031

**CPT 172 Microcomputer Database**

3.0-0.0-3.0)

This course introduces microcomputer database concepts, including generating reports from a database and creating, maintaining, and modifying databases. Practical experience will be given in MS Access.

Prerequisite(s).....RDG 031

**CPT 174 Microcomputer Spreadsheets**

3.0-0.0-3.0

This course introduces the use of spreadsheet software on the microcomputer. Topics include creating, editing, using formulas, using functions, and producing graphs. Hands-on experience will be gained in MS Excel.

Prerequisite(s)..... MAT 032 and RDG 031

**CPT 180 Shell Scripting**

3.0-0.0-3.0

This course is a study of shell scripting and emphasizes the designing, coding, and testing of scripts. This course will cover shell scripting from both the command line and the Graphical User Interface.

Prerequisite(s)..... CPT 102 or CPT 257

**CPT 208 Special Topics in Computer Technology**

3.0-0.0-3.0

This course focuses on changes in computer technology, including topics of special interest not covered by other courses.

Prerequisite(s).....Approval of program coordinator

**CPT 209 Computer Systems Management**

3.0-0.0-3.0

This course examines the methods and procedures used in maintaining microcomputer systems. Topics include hardware and software installation, configuration, operations, and troubleshooting.

Prerequisite(s).....RDG 031

**CPT 212 Visual Basic Programming**

3.0-0.0-3.0

This course focuses on Windows programming using Visual Basic to create graphical user interfaces. The course examines forms, controls, graphical controls, loops, control arrays, database and traditional file processing, and application class scheduling.

Prerequisite(s).....CPT 168



# Courses: CPT

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## **CPT 213    Advanced Visual Basic Programming**

3.0-0.0-3.0  
This course is a study of the object-oriented features of Visual Basic and their use in accessing databases. It includes classes, collection, and web access.

Prerequisite(s)..... CPT 212 and at least one of the following:  
CPT 172 or CPT 242

## **CPT 232    C++ Programming I**

3.0-0.0-3.0  
This introductory course in C++ Programming I emphasizes the designing, coding, testing and debugging of C++ programs involving input/output operations, data types, storage classes, decision structures, looping, functions, arrays, simple pointers and strings. The focus of instruction is the use of C++ for beginning game programming.

Prerequisite(s).....CPT 168

## **CPT 233    C++ Programming II**

3.0-0.0-3.0  
This course introduces object-oriented design techniques using C++. Topics include classes, friends, overloading operators, inheritance, and virtual functions. The focus of instruction is the use of C++ for advanced game programming.

Prerequisite(s).....CPT 232

## **CPT 238    Internet Scripting**

3.0-0.0-3.0  
This course is a study of Internet programming including the syntax of scripting languages and Internet programming concepts and examines topics related to client-side scripting language programming as well as introducing topics related to server-side scripting. This course focuses on JavaScript.

Prerequisite(s)..... CPT 162 and CPT 168

## **CPT 239    Active Server Pages**

3.0-0.0-3.0  
This course is a study of Active Server Pages (ASP) programming to build, implement, and execute ASP scripts. Examines topics related to the syntax of server-side ASP scripting as well as the use of ASP with databases.

Prerequisite(s).....CPT 162 and CPT 168

## **CPT 240    Internet Programming with Databases**

3.0-0.0-3.0  
This course is a study of the implementation of dynamic web pages focusing on the development of web sites that interact with databases utilizing current server-side technologies along with the databases to deliver dynamic content to the client browser. This course continues the study of ASP.

Prerequisite(s).....CPT 239 and CPT 242

## **CPT 242    Database**

3.0-0.0-3.0  
This course introduces database models and the fundamentals of database design. Topics include database structure, database processing, and application programs which access a database.

Prerequisite(s).....CPT 172

## **CPT 251    Digital Video Production**

3.0-0.0-3.0  
This course is the study of basic aspects of digital video production. Topics include planning the project, asset creation and acquisition, management of assets, digital editing techniques, transition, titles, audio, and other effects. Also includes export of product to various media, including web export. Software used is Adobe Premiere.

Prerequisite(s).....RDG 031

**CPT 252 Digital Animation**

3.0-0.0-3.0

This course is the study of basic aspects of computer animation. Topics include frame-by-frame animation, motion paths, tweening, import and export of objects, including web integrated export, morphing, layering, and creating special effects for web use. Software used is Macromedia Flash.

Prerequisite(s).....RDG 031

**CPT 257 Operating Systems**

3.0-0.0-3.0

This course examines the theory of operating systems and how operating system theory is implemented in current operating systems.

Prerequisite(s).....RDG 031

**CPT 260 Fundamentals of Operating Systems and Web Servers**

3.0-0.0-3.0

This course is a study of operating techniques needed for setting up and maintaining web servers.

Prerequisite(s)..... CPT 257 or IST 241

**CPT 265 Advanced Systems and Procedures**

3.0-0.0-3.0

This course uses a complete case study to show the design, development, and implementation of a business system. The case study will be developed using a team approach to problem solving and systems development. This is the capstone course for all CPT degree emphasis areas.

Prerequisite(s)..... CPT 212 and CPT 239 or IST 241 and IST 246

**CPT 266 Introduction to C# Programming**

3.0-0.0-3.0

This course is an introduction to C# programming. It introduces the .NET framework and the features of C# programming including data types, control statements, preprocessor directives, boxing and unboxing, and events.

Prerequisite(s).....CPT 168

**CPT 269 3D Digital Animation**

3.0-0.0-3.0

This course is a study of 3D computer graphics and animation. Topics include philosophy of 3D space, 3D modeling, texturing, lighting, materials, particles, dynamics, animation, cameras and rendering. Software used is MAYA.

Prerequisite(s).....RDG 031

**CPT 280 SCWE in Computer Technology I**

0.0-15.0-3.0

This course integrates computer technology skills within an approved work site related to the computer industry.

Prerequisite(s)..... Approval of program coordinator

**CPT 283 PHP Programming I**

(3.0-0.0-3.0)

This course is an introduction to the PHP programming language and will cover topics related to the syntax of PHP language and how PHP can be used to design and develop dynamic, database-driven web pages.

Prerequisite(s)..... CPT 162 and CPT 168

**CPT 284 ActionScript Programming I**

(3.0-0.0-3.0)

Introduction to the ActionScript programming language. Topics include syntax, event handlers, objects, functions, and working with Flash animations to design dynamic web pages.

Prerequisite(s).....CPT 168 and CPT 252

**CPT 288 Computer Game Development**

3.0-0.0-3.0

This course introduces computer game design and development using the Windows API model. Topics include creating 3D models using matrices, transformation, rotation, texture mapping, 3D lighting, meshes, sprites, particles, special effects and the application of game math and physics techniques.

Prerequisite(s).....CPT 232

# Courses: CPT - CRJ

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## **CPT 292    Microcomputer Multimedia 3.0-0.0-3.0    Sound**

This course examines the theory and practical application of digital sound. It is a study of the terminology, techniques, and software tools used to create and modify digital audio. The course will demonstrate how digital sound is implemented in current multimedia applications and computer systems. Software used is Sony Sound Forge and Sony ACID.

Prerequisite(s).....RDG 031

## **CPT 293    Advanced Microcomputer 3.0-0.0-3.0    Multimedia Applications**

This course covers advanced topics for microcomputer multimedia development utilizing advanced techniques in the use of text, graphics, animation, sound, video, and compact disk. Script language programming and its use in the development of interactive multimedia presentations are included. Software used is Macromedia Director.

Prerequisite(s).....CPT 160, CPT 161,  
CPT 162, CPT 252

## **Criminal Justice (CRJ)**

### **CRJ 101    Introduction to Criminal 3.0-0.0-3.0    Justice**

This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems, and juvenile justice agencies.

Prerequisite(s).....ENG 032

### **CRJ 115    Criminal Law I**

3.0-0.0-3.0

This course covers the development of criminal law in America. The basic elements of specific criminal offenses, criminal defenses, and various legal principles upon which criminal law is established are reviewed.

Prerequisite(s).....ENG 032

### **CRJ 125    Criminology 3.0-0.0-3.0**

This course is a study of the various theories of criminal causation and control, the identification of criminal typologies, and the reaction of society to crime and criminals.

Prerequisite(s).....ENG 032

### **CRJ 130    Police Administration 3.0-0.0-3.0**

This course is a study of the organization, administration, and management of law enforcement agencies.

Prerequisite(s)..... None

### **CRJ 145    Juvenile Delinquency 3.0-0.0-3.0**

This course includes a survey of the sociological, biological, and psychological theories involved in juvenile delinquency and modern trends in prevention and treatment.

Prerequisite(s)..... CRJ 101 or permission  
of program coordinator

Corequisite(s)..... CRJ 101 or HUS 101

### **CRJ 218    Crisis Intervention 3.0-0.0-3.0**

This course is a study of the situational procedures and techniques necessary in defusing situations identified as crises.

Prerequisite(s)..... PSY 201 and CRJ 101

### **CRJ 220    The Judicial Process 3.0-0.0-3.0**

This course includes an overview of the law-making function of the courts, the growth of common law, the structure and organization of the courts, court processes and procedures involved in criminal and civil cases, and the question of reform for the administration of justice.

Prerequisite(s)..... None

Corequisite..... CRJ 115

## **CRJ 222 Ethics in Criminal Justice**

3.0-0.0-3.0

This course is a study of the application of ethical theories to the criminal justice profession.

Prerequisite(s)..... CRJ 101

## **CRJ 242 Correctional Systems**

3.0-0.0-3.0

This course is an introduction to aspects of correctional function in criminal justice, including organization, process, procedure, and clients incarcerated and on conditional release.

Prerequisite(s)..... CRJ 101

## **CRJ 246 Special Problems in Criminal Justice**

3.0-0.0-3.0

This course examines issues within the criminal justice community/profession which are of special concern to students and practitioners due to such elements as timeliness, local concern, legalistics, and/or other dynamic factors of such issues. Students already employed in a professional capacity in Criminal Justice may substitute this course for CRJ 250.

Prerequisite(s)..... Approval of program coordinator

## **CRJ 250 Criminal Justice Internship I**

0.0-9.0-3.0

This course includes practical experience in a criminal justice or private security setting.

Prerequisite(s)..... Certified Peace Officer or CRJ 101, CRJ 115, clear background check and approval of program coordinator

## **CRJ 251 Criminal Justice Internship II**

0.0-9.0-3.0

This course includes additional practical experience in a criminal justice or private security setting.

Prerequisite(s)..... CRJ 250 or CRJ 246

## **CRJ 260 Seminar in Criminal Justice**

3.0-0.0-3.0

A study of new trends in criminal justice.

Prerequisite(s)... Approval of prog. coordinator

## **Cooperative Work Experience (CWE)**

### **CWE 101-264**

#### **Cooperative Work Experience**

Credit hours will vary

CWE opportunities are available in a variety of college programs. The student should have completed approximately half of his/her course work, have a good academic average, and be accepted by the applicable business or industry. See your academic advisor for details.

## **Expanded Duty Dental Assisting (DAT)**

### **DAT 105 Dental Charting and Documentation**

(3.0-0.0-3.0)

This course is the study of dental charting and documentation as it relates to direct patient care in general dentistry. The course will include a clinical observation with emphasis on documentation and clinical records.

Prerequisite(s)... Admission into EDA program.

### **DAT 113 Dental Materials**

3.0-3.0-4.0

This course is a study of the physical and chemical properties of matter, and identification, characteristics, and manipulation of dental materials.

Prerequisite(s)... Admission into EDA program.

### **DAT 115 Ethics and Professionalism**

1.0-0.0-1.0

This course introduces a cursory history of dental assisting, professional associations, scope of service in dentistry, and ethical, legal, and professional considerations. The state Dental Practice Act is reviewed.

Prerequisite(s)... Admission into EDA program.

# Courses: DAT

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## **DAT 118 Dental Morphology**

1.0-3.0-2.0

This course emphasizes the development, eruption, and individual characteristics of each tooth and the surrounding structures. An overview of basic oral embryology and oral histology is also given.

Prerequisite(s)... Admission into EDA program.

## **DAT 121 Dental Health Education**

1.0-3.0-2.0

This course defines the responsibilities of the dental assistant in individual and community dental health education with emphasis on the etiology of dental disease, methods for prevention, and principles of nutrition in relationship to oral health and preventive dentistry.

Prerequisite(s)... Admission into EDA program.

## **DAT 122 Dental Office Management**

2.0-0.0-2.0

This course provides a study of the business aspect of a dental office.

Prerequisite(s)..... Successful completion of all fall semester EDA courses and MAT 160

## **DAT 123 Oral Medicine/Oral Biology**

3.0-0.0-3.0

This course presents a basic study of oral pathology, pharmacology, nutrition, and common emergencies as related to the role of the dental assistant.

Prerequisite(s)..... Successful completion of all fall semester DAT courses

## **DAT 124 Expanded Functions/ Specialties**

0.0-3.0-1.0

This course offers practice in performing the expanded clinical procedures designated by the South Carolina State Board of Dentistry for Dental Assistants.

Prerequisite(s)..... Successful completion of all fall semester DAT courses

## **DAT 127 Dental Radiography**

3.0-3.0-4.0

This course provides the fundamental background and theory for the safe and effective use of x-radiation in dentistry. It encompasses the history of x-rays, production and use of radiation, radiographic film, exposure factors, interpretation of radiographs, and radiation hygiene.

Prerequisite(s)..... Successful completion of all fall semester DAT courses

## **DAT 154 Clinical Procedures I**

2.0-6.0-4.0

This course includes preparation to assist a dentist efficiently in four-handed dentistry. Emphasis is on the names and functions of all dental instruments, the principles involved in their use, and the assistant's role in dental instrumentation. Also included: aseptic technique; infection control protocol; use and care of all dental equipment within the scope of the dental assistant's responsibilities.

Prerequisite(s)..... Admission into the EDA program.

## **DAT 164 Clinical Procedures II**

2.0-6.0-4.0

This course introduces the instruments and chair-side procedures of the dental specialties. Students also participate in off campus clinicals.

Prerequisite(s)..... Successful completion of all fall semester DAT courses

## **DAT 177 Dental Office Experience**

0.0-21.0-7.0

This course consists of practice in the dental office or clinic with rotation of assignments to encompass experiences in clinical dentistry and office management.

Prerequisite(s)..... DAT 164

## Early Childhood Development (ECD)

### **ECD 101 Introduction to Early Childhood** 3.0-0.0-3.0

This course includes an overview of the history, theories, and curriculum models of early education. Emphasis is on current trends/issues with a review of state/ national regulations. Characteristics of quality programs and professional teachers are explored in the course.

Prerequisite(s)..... None

### **ECD 102 Growth and Development I** 2.0-3.0-3.0

This course is an extensive study of philosophies and theories of growth and development of infants/toddlers. Focus is on “total” development of the child, with emphasis on physical, social, emotional, cognitive, and nutritional areas. Developmental tasks and appropriate activities are explored in the course.

Prerequisite(s)..... None

### **ECD 105 Guidance-Classroom Management** 3.0-0.0-3.0

This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive, proactive approach is stressed in the course.

Prerequisite(s)..... None

### **ECD 106 Observation of Young Children** 2.0-3.0-3.0

This course includes a variety of observation skills and techniques for the purposes of achieving program goals and objectives, providing for individual needs, guiding children, and designing environments. Focus is on the practical and appropriate use of these skills and techniques.

Prerequisite(s)..... None

### **ECD 107 Exceptional Children** 3.0-0.0-3.0

This course includes an overview of special needs children and their families. Emphasis is on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher’s role in mainstreaming and early identification, and federal legislation affecting exceptional children.

Prerequisite(s)..... None

### **ECD 108 Family and Community Relations** 3.0-0.0-3.0

This course is an overview of techniques and materials for promoting effective family/program partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources and on developing appropriate communication skills.

Prerequisite(s)..... None

### **ECD 109 Administration and Supervision** 3.0-0.0-3.0

This course is a study of the roles and responsibilities of an early childhood administrator. Special focus is on program monetary matters, space management, curriculum, health and food services, licensing requirements, and relations among the public, staff, and parents.

Prerequisite(s)..... None

### **ECD 131 Language Arts** 3.0-0.0-3.0

This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, pre-reading, and pre-writing skills through planning, implementation, and evaluation of media, methods, techniques, and equipment. Methods of selection, evaluation, and presentation of children’s literature are included.

Prerequisite(s)..... None

# Courses: ECD

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## **ECD 132 Creative Experiences**

2.0-3.0-3.0

This course stresses the importance of creativity and independence in creative expression. A variety of age-appropriate media, methods, techniques, and equipment are utilized. Students plan, implement, and evaluate instructional activities.

Prerequisite(s)..... None

## **ECD 133 Science and Math Concepts**

3.0-0.0-3.0

This course includes an overview of pre-number and science concepts developmentally appropriate for young children. Emphasis is on the planning, implementation, and evaluation of developmentally appropriate activities using a variety of methods and materials.

Prerequisite(s)..... None

## **ECD 135 Health, Safety, and Nutrition**

3.0-0.0-3.0

This course covers a review of health/safety practices recommended for childcare and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR, and first aid. Guidelines and information on nutrition and developmentally appropriate activities are also studied in the course.

Prerequisite(s)..... None

## **ECD 138 Movement and Music for Young Children**

3.0-0.0-3.0

This course is a study of criteria for selecting and implementing appropriate experiences to support the physical and musical development of young children. The emphasis is on the selection of materials, equipment, and related design of indoor/outdoor environment.

Prerequisite(s)..... None

## **ECD 200 Curriculum Issues in Infant and Toddler Development**

3.0-0.0-3.0

This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. Planning and teaching strategies as they relate to child development, curriculum and environment are included in the course.

Prerequisite(s)..... None

## **ECD 201 Principles of Ethics and Leadership in Early Care and Education**

3.0-0.0-3.0

This course includes an overview of historical views on leadership and issues and challenges of leadership in early care and education. Emphasis is on current trends and issues. This course also reviews ethical principles as they relate to children, families, colleagues, and the community and society.

Prerequisite(s)..... None

## **ECD 203 Growth and Development II**

2.0-3.0-3.0

This course is in an in-depth study of preschool children growing and developing in today's world. Focus is on "total" development of the child, with emphasis on physical, social, emotional, cognitive, and nutritional areas of development. Developmental tasks and appropriate activities are explored in the course.

Prerequisite(s)..... None

## **ECD 205 Socialization and Group Care of Infants and Toddlers**

3.0-0.0-3.0

This course is the study of the socialization and group care of infants and toddlers. Emphasis is on guidance and management, understanding behavior, temperament, the importance of routines, primary care and continuity of care and examining the elements of quality environments.

Prerequisite(s)..... None



**ECD 207 Infants and Toddlers with Special Needs**  
3.0-0.0-3.0

This course provides an overview of the field of infants and toddlers with special needs. Emphasis is on instructional strategies, adaptations, environment, inclusion, etiology, federal legislation, family partnership, multicultural considerations and optimal development.

Prerequisite(s)..... None

**ECD 210 Early Childhood Intervention**  
3.0-0.0-3.0

This course provides a study of a variety of intervention procedures reflecting various models, including child centered, child directed, behavioral, cognitive, and social approaches to interaction.

Prerequisite(s)..... ECD 101, ECD 102, ECD 107 and ECD 203

**ECD 237 Methods and Materials**  
2.0-3.0-3.0

This course includes an overview of developmentally appropriate methods and materials for planning, implementing, and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area.

Prerequisite(s)..... 18 semester-hours of ECD or approval of program coordinator

**ECD 243 Supervised Field Experience I**  
1.0-6.0-3.0

This course includes emphasis on planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities, and environments of early childhood principles and practices.

Prerequisite(s)..... 27 semester-hours of ECD, ECD 237 and approval of program coordinator

**ECD 251 Supervised Field Experiences in Infant/Toddler Environment**  
3.0-0.0-3.0

This course is a study of planning, implementing and evaluating scheduled programs, age-appropriate methods, materials, activities and environments of infants and toddlers.

Prerequisite(s)..... 12 Semester-hours of ECD and approval of program coordinator

**ECD 252 Diversity Issues in Early Care and Education**  
3.0-0.0-3.0

This course meets the growing need for students in early care and education to learn how to interact with people who are different from them. It also allows students to examine and appreciate the differences that exist because of diversity from race, language, ethnicity, age, and socio-economic levels.

Prerequisite(s)..... None

**SAC 200 Introduction to School Age (3.0-0.0-3.0) Child Care**

This course is designed to give an overview of aspects of providing for school age children in a child care setting. Emphasis is placed on the need for proper supervision of children ages 5-8, aspects of group care, and implications for children and families.

Prerequisite(s)..... ECD 101

## Economics (ECO)

**ECO 210 Macroeconomics**  
3.0-0.0-3.0

This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls, and the government's role in economic decisions and growth.

Prerequisite(s)..... MAT 032 and RDG 032

# Courses: ECO - EEM

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## **ECO 211    Microeconomics**

3.0-0.0-3.0

This course includes the study of the behavior of households and firms, including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations, and comparative advantage and trade.

Prerequisite(s)..... MAT 032 and RDG 032

## **Industrial Electricity/ Electronics (EEM)**

### **EEM 140    National Electrical Code**

2.0-3.0-3.0

This course is a study of the National Electrical Code and is based on the latest code as published by the National Fire Protection Association. The student is exposed to the practical and technical demands of hazardless wiring. The course prepares students to take state electrical exams and impresses upon the student the necessity of excellent workmanship.

Prerequisite(s)..... None

### **EEM 151    Motor Controls I**

3.0-3.0-4.0

This course is an introduction to motor controls, including a study of the various control devices and wiring used in industrial processes.

Prerequisite(s)..... None

### **EEM 161    Industrial Instruments**

3.0-3.0-4.0

This course is a study of basic industrial instruments with particular emphasis on the devices utilized to control modern manufacturing processes.

Prerequisite(s)..... None

### **EEM 166    Commercial/Industrial Wiring**

3.0-3.0-4.0

This course is a study of wiring methods and practice in commercial and industrial applications. The installation of miscellaneous raceway, conductor, and cable systems with relative mechanical fittings and electrical devices are examined.

Prerequisite(s)..... None

### **EEM 217    AC/DC Machines with Electrical Codes**

3.0-3.0-4.0

This course is a study of AC and DC machines to include operational theory, applications, and construction. Relevant sections of the National Electrical Code will be covered.

Prerequisite(s)..... None

### **EEM 231    Digital Circuits I**

2.0-3.0-3.0

This course is a study of the logic elements, mathematics, components, and circuits utilized in digital equipment. Emphasis is placed on the function and operation of digital integrated circuit devices. Students will predict and verify output logic based on input conditions.

Prerequisite(s)..... EEM 151 or approval of program coordinator

### **EEM 251    Programmable Controllers**

2.0-3.0-3.0

This course is an introduction to programmable control systems with emphasis on basic programming techniques. A variety of input/output devices and their applications are covered. Programs are designed and tested in response to problem solving.

Prerequisite(s)..... None  
Corequisite(s)..... EEM 151

### **EEM 275    Technical Troubleshooting**

2.0-3.0-3.0

This course consists of a systematic approach to troubleshooting. Techniques used to analyze proper circuit operation and malfunctions are studied.

Prerequisite(s)..... None

## Electronics Engineering Technology (EET)

### **EET 111 DC Circuits I**

3.0-3.0-4.0

This course is a study of resistance, voltage, current, power and energy in series, parallel and series-parallel circuits using Ohm's Law, Kirchoff's Laws, and Circuit Theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

Prerequisite..... MAT 101

### **EET 112 AC Circuits**

3.0-3.0-4.0

This course is a study of capacitive and inductive reactance and impedance in series, parallel and series-parallel circuits. It also includes power, power-factors, resonance and transformers. Circuits are analyzed using mathematics and verified using electrical instruments.

Prerequisite(s)..... EET 111 and MAT 102

### **EET 131 Active Devices**

3.0-3.0-4.0

This course is a study of semiconductor theory and principles, diodes and diode circuits, transistors and transistor circuits, and other components. These circuits are modeled, constructed, and tested.

Prerequisite(s)..... MAT 110 and EET 112

### **EET 145 Digital Circuits**

3.0-3.0-4.0

This course is a study of number systems, basic logic gates, Boolean algebra, logic optimization, flip-flops, counters, and registers. Circuits are modeled, constructed, and tested.

Prerequisite..... MAT 101

### **EET 210 Digital Integrated Circuits**

3.0-3.0-4.0

This course is a study of digital integrated circuits, including multiplexers, demultiplexers, buffers, decoders, encoders, converters, memory devices, and programmable logic devices. Circuits are modeled, constructed, and tested. Counters, registers, multivibrators, 555 timer, arithmetic operations are also covered.

Prerequisite(s)..... MAT 102 and EET 145

### **EET 220 Analog Integrated Circuits**

(2.0-3.0-3.0)

This course includes analysis, application, and experiments involving such integrated circuits as op-amps, timers, and IC regulators. Circuits are modeled, constructed, and tested.

Prerequisite(s)..... EET 131

### **EET 231 Industrial Electronics**

3.0-3.0-4.0

This course is a survey of topics related to industrial application of electronic devices and circuits. The course covers switches, DC and AC motor controls, sensors and transducers, open and closed loop control circuits, and voltage converting interfaces. Circuits are constructed and tested.

Prerequisite..... EET 220

### **EET 235 Programmable Controllers**

2.0-3.0-3.0

This course is a study of relay logic, ladder diagrams, theory of operation, and applications. Loading ladder diagrams, debugging, and troubleshooting techniques are applied to programmable controllers.

Prerequisite(s): EET 112, EET 145, EGR 112

# Courses: EET - EGR

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## **EET 241 Electronic Communications** 3.0-3.0-4.0

This course is a study of the theory of transmitters and receivers with an emphasis on the receivers, mixers, IF amplifiers, and detectors. Also covered are modulation techniques, wave theory, antennas, and transmission lines. The mathematical analysis of these topics is emphasized. The course also prepares students for FCC and Certified Electronics Technician tests.

Prerequisite(s)..... EET 145 and EET 131

## **EET 251 Microprocessor Fundamentals** 3.0-3.0-4.0

This course is a study of binary numbers; microprocessor operation; architecture, instruction sets, and interfacing with operating systems; and applications in control, data acquisition, and data reduction and analysis. Programs are written and tested.

Prerequisite(s)..... MAT 102 and EET 145

## **EET 253 Microprocessors** 3.0-3.0-4.0

This course is a study of software and hardware interfacing techniques. Circuits are modeled, constructed, and tested. Emphasis is on such interfacing techniques as the peripheral interface adapter, UART, and sensing and control circuits.

Prerequisite(s).....EET 251

## **EET 256 Systems Operation and Maintenance** 3.0-3.0-4.0

This course introduces students to the technical aspects of maintaining and troubleshooting microcomputer hardware and software. Emphasis will be on preparing students for the A+ Certification Core exam.

Prerequisite(s)..... EGR 110

## **EET 273 Electronics Senior Project** 0.0-3.0-1.0

This course includes the construction and testing of an instructor-approved project. Students are required to present the results of their projects to their peers and/or invited guests.

Prerequisite(s)..... EET 131, EET 251 and MAT 111

## **Engineering Technology (EGR)**

### **EGR 105 Safety in Workplace** 1.0-0.0-1.0

This course is a survey of safety regulations and personal safety. Emphasis is placed on industrial settings but will include general safety considerations such as eye protection, ergonomics, falls, general electrical hazards, bloodborne pathogens, MSDS, and OSHA requirements.

Prerequisite(s)..... None

### **EGR 110 Introduction to Computer Environment** 2.0-3.0-3.0

This course provides an overview of computer hardware, available software, operating systems, and applications. Emphasis will be on preparing students for the A+ Certification OS exam.

Prerequisite(s)..... MAT 101

### **EGR 112 Engineering Programming** 2.0-3.0-3.0

This course covers interactive computing and the basic concepts of programming. Emphasis is placed on writing programs to assist with computations in the Engineering Technology curricula.

Prerequisite(s)..... MAT 101

### **EGR 150 Troubleshooting** 2.0-3.0-3.0

This course is designed to develop effective approaches to systematic troubleshooting and to plan how to apply them in a range of engineering technologies.

Prerequisite(s)..... Approval of program coordinator

**EGR 164 Analytical Problem Solving**

(3.0-3.0-4.0)

This course covers analytical problem solving using calculators and computers. Emphasis is placed on fundamental technical and engineering mathematical equations.

Prerequisite(s):..... MAT 031

**EGR 176 Manufacturing Industries**

3.0-0.0-3.0

This course introduces the concepts and principles of manufacturing industries and technologies. Plant visits supplement study of industrial organizations, economics, management, production, and products.

Prerequisite(s)..... None

**EGR 255 Engineering Technology**

(0.0-6.0-2.0) **Senior Systems Project**

This course includes an instructor-approved project which is designed, specified, constructed, and tested.

Prerequisite(s): EET 131, EET 253, EET 210, EET 235, and MAT 111

## Engineering Graphics Technology (EGT)

**EGT 106 Print Reading & Sketching**

3.0-0.0-3.0

This course covers the interpretation of basic engineering drawings and sketching techniques for making multi-view pictorial presentations.

Prerequisite(s)..... None

**EGT 110 Engineering Graphics I**

2.0-6.0-4.0

This is an introductory course in engineering graphics science which includes beginning drawing techniques and development of skills to produce basic technical drawings. Topics covered include the use of drafting equipment, lettering, sketching, geometric construction, orthographic drawing, sections, shop processes, and dimensioning.

Prerequisite(s)..... None

Corequisite(s)..... EGT 152

**EGT 115 Engineering Graphics II**

2.0-6.0-4.0

This course in engineering graphics science includes additional drawing techniques for industrial applications. Topics covered include detail and assembly drawing, fasteners and threads, and conventional and geometric tolerancing. Also included are drawings for sheet metal, piping, and welding industries.

Prerequisite(s)..... EGT 110

Corequisite(s)..... EGT 155

**EGT 130 Geometric Dimensioning and Tolerancing Applications**

3.0-0.0-3.0

This course covers interpreting, calculating tolerances, inspecting, computing geometrics of rejected parts, and analyzing the concepts of geometric control.

Prerequisite(s)..... MAT 101 and

EGT 106 or EGT 110

**EGT 151 Introduction to CAD**

2.0-3.0-3.0

This course covers the operation of a computer-aided drafting system. The course includes interaction with a CAD station to produce technical drawings. This is an introductory course in Intergraph (Microstation).

Prerequisite(s)..... None

**EGT 152 Fundamentals of CAD**

2.0-3.0-3.0

This course includes a related series of problems and exercises utilizing the computer graphics station as a drafting tool. The student will interact with the computer terminal, digitizer, and plotter to produce engineering drawings. This is an introductory course in AutoCAD.

Prerequisite(s)..... None

# Courses: EGT - ENG

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## **EGT 155 Intermediate CAD**

1.0-3.0-2.0

This course covers advanced Computer-Aided Drafting skills, including topics such as creating isometrics and script files and customizing menus, text fonts, and hatch fonts to produce advanced drawings. (AutoCAD)

Prerequisite(s)..... EGT 152 and EGT 110 or EGT 106 or work-related experience and approval of program coordinator

## **EGT 157 CAD Techniques**

1.0-3.0-2.0

This course is a study of advanced CAD/CAM techniques on the IBM-RT. Topics include work with auxiliary views, detail pages, and symbol libraries in addition to attributes and the powerful overlay function. (Microstation)

Prerequisite(s)..... EGT 151 and EGT 110 or work-related experience and approval of program coordinator

## **EGT 210 Engineering Graphics III**

2.0-6.0-4.0

This advanced course in engineering graphics science covers the production of technical working drawings. This course is designed to have the student apply the basic skills acquired in EGT 110 and EGT 115 to an architectural project. All types of construction drawings will be covered including site plans, floor plans, elevations and sections, structural, building mechanics, and perspectives.

Prerequisite(s)..... EGT 115 and EGT 155  
Corequisite(s)..... EGT 252

## **EGT 215 Mechanical Drawing Applications**

3.0-3.0-4.0

This advanced drawing course covers industrial applications including basic design using the AutoCAD Inventor software.

Prerequisite(s)..... EGT 252

## **EGT 251 Principles of CAD**

2.0-3.0-3.0

This course includes the additional use of CAD software for production of technical drawings and related documentation. Topics include basic modeling concepts, 3-D wire frame construction, solid models, and rendering. (Microstation)

Prerequisite(s)..... EGT 115 and EGT 155 or work-related experience and approval of program coordinator

## **EGT 252 Advanced CAD**

2.0-3.0-3.0

This course covers advanced concepts of CAD software and applications. Covered topics include user coordinate systems, wire frame models, solid models, and shading. (AutoCAD)

Prerequisite(s)..... EGT 115 and EGT 155 or work-related experience and approval of program coordinator

## **English (ENG)**

### **ENG 031 Developmental English Basics**

3.0-0.0-3.0

Developmental English Basics is intended for students who need assistance with basic writing skills. Based on assessment of students' needs, instruction includes basic grammar and usage, mechanics, sentence structure, and basic writing.

Prerequisite(s)..... Acceptable placement test scores

**Note:** This course does not accrue credit toward a degree.

### **ENG 032 Developmental English**

3.0-0.0-3.0

Developmental English is an intensive review of grammar and usage; mechanics of punctuation, spelling, and capitalization; sentence structure; and the writing process. Evidence of planning, organizing, drafting, and revising are emphasized.

Prerequisite(s)..... ENG 031 or acceptable placement test scores

**Note:** This course does not accrue credit towards a degree.

**ENG 101 English Composition I**

3.0-0.0-3.0

This is a college transfer course in which the following topics are presented: study of composition in conjunction with appropriate literary selections and frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented.

Prerequisite(s)..... ENG 032 or writing sample placement in ENG 101 and RDG 032 or acceptable placement test scores

**ENG 102 English Composition II**

3.0-0.0-3.0

This is a college transfer course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis, and research. An introduction to literary genre is also included.

Prerequisite(s)..... ENG 101 with a grade of “C” or better

**ENG 160 Technical Communications**

3.0-0.0-3.0

This course is a study of various technical communications such as definitions, processes, instructions, descriptions, and technical reports. It emphasizes communication essential to job effectiveness and professionalism. Both oral and written communications are emphasized.

Prerequisite(s)..... ENG 032 or writing sample placement in ENG 101 and RDG 032 or acceptable placement test scores

**ENG 201 American Literature I**

3.0-0.0-3.0

This course is a study of American literature from the colonial period to the Civil War.

Prerequisite..... ENG 101

**ENG 202 American Literature II**

3.0-0.0-3.0

This course is a study of American literature from the Civil War to the present.

Prerequisite..... ENG 101

**ENG 205 English Literature I**

3.0-0.0-3.0

This is a college transfer course which covers the study of English literature from the Old English period to the Romantic period with emphasis on major writers and periods.

Prerequisite(s)..... ENG 101

**ENG 206 English Literature II**

3.0-0.0-3.0

This is a college transfer course which covers the study of English literature from the Romantic period to the present with emphasis on major writers and periods.

Prerequisite(s)..... ENG 101

**ENG 208 World Literature I**

3.0-0.0-3.0

This course is a study of masterpieces of world literature in translation from the Ancient World to the sixteenth century. It includes literary analysis and research.

Prerequisite(s)..... ENG 101

**ENG 209 World Literature II**

3.0-0.0-3.0

This course is a study of masterpieces of world literature in translation from the seventeenth century to the present.

Prerequisite(s)..... ENG 101

**ENG 236 African-American Literature**

3.0-0.0-3.0

This course is a critical study of African-American literature examined from historical, social, and psychological perspectives.

Prerequisite(s)..... ENG 101



# Courses: GEO - HIM

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## Geography (GEO)

### **GEO 101 Introduction to Geography**

3.0-0.0-3.0

This course is an introduction to the principles and methods of geographic inquiry.

Prerequisite(s)..... RDG 032

### **GEO 102 World Geography**

3.0-0.0-3.0

This course includes a geographic analysis of the regions of the world, i.e., North and South America, Europe, Australia, Asia, and Africa. Diversity of each region is emphasized by examining its physical environment, natural resources, social, cultural, economic, and political systems.

Prerequisite(s)..... RDG 032

## Health Information (HIM)

### **HIM 101 Introduction to Health Information**

1.0-0.0-1.0

This course provides an introduction to the health information science profession.

Prerequisite(s)..... Entry into the Medical Coding Program

### **HIM 125 Standards and Regulations**

2.0-0.0-2.0

This course provides the student with a study of regulations and standards for health facilities with emphasis in health information systems.

Prerequisite(s)..... Entry into the Medical Coding Program

### **HIM 130 Billing and Reimbursement**

(3.0-0.0-3.0)

This course provides an introduction to medical insurance billing and reimbursement practices with emphasis on the primary payers such as Medicare and Medicaid.

Prerequisite(s)..... HIM 141, HIM 225

### **HIM 135 Medical Pathology**

3.0-0.0-3.0

This course is a study of disease processes, general classification of disease including signs and symptoms, systems affected by disease, diagnostic measures, types of treatment including surgical and/or chemical interventions, and terminology.

Prerequisite..... BIO 112

Corequisite..... HIM 137

### **HIM 137 Pharmacology for Coders**

1.0-0.0-1.0

This course is a study of therapeutic agents in relation to medical record coding and reimbursement issues.

Prerequisite(s)..... None

Corequisite(s)..... HIM 135

### **HIM 150 Coding Practicum I**

0.0-9.0-3.0

This course provides clinical practice in the application of basic coding and classification system guidance in selected health care facilities.

Prerequisite(s)..... HIM 140 and HIM 225

Corequisite(s)..... HIM 141, HIM 227

### **HIM 216 Coding and Classification I**

2.0-3.0-3.0

This course includes a study of disease, procedural coding, and classification systems.

Prerequisite: Entry in the Medical Coding Program

### **HIM 225 Coding and Classification II**

2.0-3.0-3.0

This course provides a study of advanced coding and classification systems.

Prerequisite..... HIM 216

## **HIM 140 Current Procedural Terminology I**

(2.0-3.0-3.0)

This course provides a basic study of the CPT and HCPCS coding and classification systems particular to the physician's office setting. Students will learn how to assign codes to capture the professional component of services provided.

Prerequisite..... HIM 216

## **HIM 141 Current Procedural Terminology II**

(2.0-3.0-3.0)

This course provides an intermediate study of the CPT and HCPCS coding and classification systems with respect to surgical outpatient facilities and hospitals.

Prerequisite..... HIM 140

## **HIM 227 Senior Professional Competencies**

(3.0-0.0-3.0)

This capstone course is designed to promote interactive discussion related to the HIM profession to include career issues and opportunities. The course includes specific projects and capstone competencies in a mock testing environment.

Prerequisite..... Approval of Program Coordinator

Corequisite(s)..... HIM 141, HIM 150

## **HIM 266 Computers in Healthcare**

(3.0-0.0-3.0)

This course covers hardware and software components of computers for medical record applications, methods of controlling accuracy and security of data in computer systems, record linkage, and data sharing concepts.

Prerequisite..... CPT 101

## **History (HIS)**

### **HIS 101 Western Civilization to 1689**

3.0-0.0-3.0

This course is a survey of Western civilization from ancient times to 1689, including the major political, social, economic, and intellectual factors shaping Western cultural tradition. Course content includes the contribution and heritage of Western civilization.

Prerequisite(s)..... ENG 032 and RDG 032

### **HIS 102 Western Civilization: Post 1689**

3.0-0.0-3.0

This course is a survey of Western civilization from 1689 to the present, including major political, social, economic, and intellectual factors which shape the modern Western world. Course content includes the contribution and heritage of modern European civilization.

Prerequisite(s)..... ENG 032 and RDG 032

### **HIS 201 American History: Discovery to 1877**

3.0-0.0-3.0

This course is a survey of U.S. History from discovery to 1877. This course includes political, social, economic, and intellectual developments during this period. Course content emphasizes the contribution of the Declaration of Independence and the Constitution to America's democratic traditions.

Prerequisite(s)..... ENG 032 and RDG 032

### **HIS 202 American History: 1877 to Present**

3.0-0.0-3.0

This course is a survey of U.S. History from 1877 to the present. This course includes political, social, economic, and intellectual developments during this period. Course content emphasizes America's development as an industrial and technological power and its emergence as an international leader.

Prerequisite(s)..... ENG 032 and RDG 032

# Courses: HUS

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## Human Services (HUS)

### **HUS 101 Introduction to Human Services**

3.0-0.0-3.0

This course covers an overview of the field of human services. Role responsibilities, problems, boundaries, and strategies of human service workers are included.

Prerequisite(s)..... None

### **HUS 112 Services for the Elderly**

2.0-0.0-2.0

This course is a study of services available for older adults (55 and over), including health, social, recreational, financial, and educational services.

Prerequisite(s)..... None

### **HUS 134 Activity Therapy**

3.0-0.0-3.0

This course is a study of activity programs for human services settings. Actual activity projects for various settings are developed by the students.

Prerequisite(s)..... None

### **HUS 150 Supervised Field Placement I**

1.0-8.0-3.0

This course includes work experience assignments by students in selected human services agencies. This is applicable to the Human Services degree program or the Social Services Assistant certificate program.

Prerequisite(s)..... HUS 101, PSY 105  
or approval of  
program coordinator

### **HUS 151 Supervised Field Placement II**

1.0-8.0-3.0

This course includes work assignments in selected human services agencies. This applicable to the Human Services degree program.

Prerequisite(s)..... HUS 150, PSY 105  
or approval of  
program coordinator

### **HUS 152 Supervised Field Placement III**

1.0-8.0-3.0

This course includes work assignments in selected human services agencies. This applicable to the Human Services degree program.

Prerequisite(s)..... HUS 150, PSY 105  
or approval of  
program coordinator

### **HUS 205 Gerontology**

3.0-0.0-3.0

This course is a survey of the physical, social, and mental changes that occur as a person ages. The related problems and current programs designed for people aged 55 and over are studied in the course.

Prerequisite(s)..... None

### **HUS 206 Death and Dying**

3.0-0.0-3.0

This course is a study of the issues of death and dying. Stages of dying, dealing with dying, dealing with sudden death, and grief are covered in the course.

Prerequisite(s)..... None

### **HUS 208 Alcohol and Drug Abuse**

3.0-0.0-3.0

This course is a study of the etiology of alcohol and drug abuse; various types of addictive substances; physical, mental, and social implications; and programs in rehabilitation and preventive education. Also included is the disease concept of addiction.

Prerequisite(s)..... None

### **HUS 209 Case Management**

3.0-0.0-3.0

This course covers accepted methods and strategies for effectively assessing client needs, accessing necessary provider agencies, and monitoring and properly documenting service delivery and client welfare.

Prerequisite(s)..... None

## **HUS 260 Human Services Special Topics**

3.0-0.0-3.0

This course is a study of special topics of interest to particular populations and locations.

Prerequisite(s)..... Approval of program coordinator

## **Interdisciplinary Studies (IDS)**

### **IDS 101 Human Thought and Learning**

3.0-0.0-3.0

This course explores the principles, methods, and applications of human thought and learning including such topics as attention, information processing, problem-solving, hypothesis testing, memory, argumentation, learning theory, and cognitive awareness.

Prerequisite(s)..... ENG 101 or ENG 160

### **IDS 201 Leadership Development**

3.0-0.0-3.0

This course focuses on the development of leadership including philosophy, morality/ethics, and individual ability/style. It is designed to increase students' understanding of themselves and the theories and techniques of leadership and group processes by integrating theoretical concepts with the reality of application within a group setting.

Prerequisite(s)..... ENG 101 or ENG 160

### **IDS 210 Special Topics for Honors**

3.0-0.0-3.0

This course is a study of current issues related to history, sociology, science and technology, the arts, political science, and economics.

Prerequisite(s)..... ENG 101

## **Industrial Maintenance Technology (IMT)**

### **IMT 120 Mechanical Installations**

3.0-6.0-5.0

This course covers techniques of assembling, rigging, and installation and/or maintenance of mechanical equipment. This will include mechanical fasteners, packing, seals, and screw threads. Included in this course will be the operation and maintenance of pumps and air compressors.

Prerequisite(s)..... None

### **IMT 122 Couplings**

1-0-3.0-2.0

This course covers methods used to install various types of couplings, both flexible and rigid, used to transmit energy.

Prerequisite(s)..... None

### **IMT 131 Hydraulics and Pneumatics**

3.0-3.0-4.0

This course covers the basic technology and principles of hydraulics and pneumatics. Upon completion of this course, the student should understand basic terminology, symbols, and principles and be able to maintain a basic fluid power system.

Prerequisite(s)..... None

### **IMT 151 Piping Systems**

2.0-3.0-3.0

This course covers plumbing and piping systems used in industrial, commercial, and/or residential construction. Emphasis is placed on the reading and sketching of piping schematics as well as the fabrication and design of piping systems. The student learns to thread pipe, solder/flare copper tubing, and make up plastic pipe joints.

Prerequisite(s)..... None

# Courses: IMT - JOU

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## **IMT 161 Mechanical Power Applications** 2.0-6.0-4.0

This course covers mechanical transmission devices including procedures for installation, removal, and maintenance. The student studies lubricants, bearings, belts, chains, gears, gearboxes, brakes, clutches, and the proper use of industrial tools.

Prerequisite(s)..... None

## **Information Sciences Technology (IST)**

### **IST 238 Advanced Tools for Web Site Design** 3.0-0.0-3.0

This course is a study of an advanced (4th generation) web authoring tool (such as Dreamweaver) to develop increased efficiency and sophistication in web site design and web project management.

Prerequisite(s)..... CPT 162

### **IST 241 Network Architecture I**

3.0-0.0-3.0

This course is a study of how computer architecture relates to the interconnecting of various network components, the environment in which applications processes execute, and the overall plan defining services to be provided in a distributed environment.

Prerequisite(s)..... RDG 031

### **IST 246 Integrated Digital Network**

3.0-0.0-3.0

This course discusses the characteristics and operation of packet and networking technologies such as ISDN, Frame Relay, and ATM. This course covers the theoretical and practical aspects of creating an Active Directory network, including various Active Directory components such as IntelliMirror, DNS, disk imaging, replication, and troubleshooting.

Prerequisite(s)..... CPT 257 or IST 241

### **IST 253 LAN Service and Support** 3.0-0.0-3.0

This course focuses on installing, maintaining, and troubleshooting Local Area Networks (LAN) in a lab environment.

Prerequisite(s)..... CPT 257 or IST 241

### **IST 259 Electronic Messaging**

3.0-0.0-3.0

This course is a study of electronic mail system software including the system architecture. The course covers the concepts and methods employed in the generation, storage, and transmission of electronic mail messages and the implementation, configuration, and administration of messaging software.

Prerequisite(s)..... IST 246

### **IST 281 Presentation Graphics**

3.0-0.0-3.0

This course covers the state-of-the art presentation graphics software packages.

Prerequisite(s)..... RDG 031 and ENG 032

### **IST 291 Fundamentals of Network Security I** 3.0-0.0-3.0

This course is the study of intro levels of security processes based on a security policy, emphasizing hands-on skills in the areas of secure perimeter, security connectivity, security management, identity services, and intrusion detection. The course prepares students to manage network security.

Prerequisite(s)..... CPT 257 or IST 241

## **Journalism (JOU)**

### **JOU 101 Introduction to Journalism**

3.0-0.0-3.0

This course covers the basics of writing for publication in newspapers or magazines. The course will focus on news writing, but includes material that will serve the student well in any written communication.

Prerequisite(s)..... ENG 101

## Legal Assistant (LEG)

### **LEG 120 Torts**

3.0-0.0-3.0

This course is a study of the various classifications and functions of tort law, including intentional and negligent torts, causation, proximate cause, and defenses.

Prerequisite(s)..... LEG 135 or approval of program coordinator

### **LEG 121 Business Law I**

3.0-0.0-3.0

This course is a study of the basics of commercial law, with emphasis on the formation and enforcement of contracts and the rules particular to the Uniform Commercial Code (UCC) and sales of goods.

Prerequisite(s)..... None

### **LEG 122 Business Law II**

3.0-0.0-3.0

This course is an in-depth study of the Uniform Commercial Code, with special emphasis on the essentials of Article 3, Commercial Paper, and Article 9, Secured Transactions. Business partnerships and corporations and their formation are studied.

Prerequisite(s)..... None

### **LEG 135 Introduction to Law and Ethics**

3.0-0.0-3.0

This course provides a general introduction to law, including courts, legal terminology, procedures, systems, and laws of society. Emphasis is on ethics and the role of the paralegal in the legal system.

Prerequisite(s)..... None

### **LEG 212 Workers' Compensation**

3.0-0.0-3.0

This course is a study of the history of workers' compensation case laws, statutes, and regulations, and procedures in handling claims.

Prerequisite(s)..... LEG 135

### **LEG 213 Family Law**

3.0-0.0-3.0

This course includes an examination of the laws of marriage, divorce, annulment, separation, adoption custody, and the juvenile.

Prerequisite(s)..... LEG 135

### **LEG 214 Property Law**

3.0-0.0-3.0

This course includes an overview of South Carolina property law, including the mechanics of various commercial and private property transactions and mortgage foreclosures.

Prerequisite(s)..... LEG 135

### **LEG 215 Bankruptcy Law**

3.0-0.0-3.0

Topics included in this course are an overview of the Bankruptcy Code, voluntary and involuntary petitions, bankruptcy "estate," stays, distribution and discharge, tax implications, local rules, and discovery.

Prerequisite(s)..... LEG 135

### **LEG 230 Legal Writing**

3.0-0.0-3.0

Methods, techniques, and procedures for the research and preparation of legal memoranda, trial and appellate briefs, and trial notebooks. Students are required to conduct legal research at off-campus governmental sites.

Prerequisite(s)..... LEG 135

### **LEG 231 Criminal Law**

3.0-0.0-3.0

This course includes a study of the definition and classification of criminal offenses, criminal responsibility, and legal procedures in a criminal prosecution.

Prerequisite(s)..... LEG 135

# Courses: LEG - MAT

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## **LEG 233 Wills, Trust, and Probate**

3.0-0.0-3.0

This course provides a detailed study of testacy and intestacy, preparation of wills and codicils, and the fundamentals of execution of trust and probate administration.

Prerequisite(s)..... LEG 135

## **LEG 234 Title Examination Procedures I**

3.0-0.0-3.0

This course is a study of the common law and statutory requirements related to the transfer of real property with utilization of the appropriate indexes and documents in the appropriate city and county offices. Students are required to conduct legal research at off-campus governmental sites.

Prerequisite(s)..... LEG 135 and LEG 214

## **LEG 250 Internship for Legal Assistant/Paralegal**

0.0-9.0-3.0

This course is designed to provide the paralegal student with an opportunity to gain hands-on experience and apply the skills and knowledge used in a law office or other suitable location where paralegals are employed.

Prerequisite(s)..... Approval of program coordinator

## **Mathematics (MAT)**

### **MAT 031 Developmental Mathematics Basics**

3.0-0.0-3.0

Developmental Mathematics Basics is intended for students who need assistance in basic arithmetic skills. Based on assessment of student needs, instruction includes performing the four arithmetic operations with whole numbers, fractions, decimals, and percents. Application skills are emphasized.

Prerequisite(s).... Acceptable placement scores

**Note:** This course does not accrue degree credit.

### **MAT 032 Developmental Mathematics**

3.0-0.0-3.0

Developmental Mathematics includes a review of arithmetic skills, and focuses on the study of measurement and geometry, basic algebra concepts, and data analysis. Application skills are emphasized.

Prerequisite(s)..... MAT 031 or acceptable placement scores

**Note:** This course does not accrue degree credit.

### **MAT 101 Beginning Algebra**

3.0.-0.0-3.0

This course includes the following topics: operations with signed numbers; addition, subtraction, multiplication, and division with algebraic expressions; factoring; techniques for solving linear and fractional equations; and an introduction to graphing.

Prerequisite(s)..... MAT 032 or acceptable placement scores

### **MAT 102 Intermediate Algebra**

3.0-0.0-3.0

This course includes the following topics: properties of numbers, fundamental operations with algebraic expressions, polynomials, systems of equations, ratio and proportion, factoring, functions, graphs, solutions of linear inequalities, and linear and quadratic equations.

Prerequisite(s)..... MAT 101 or acceptable placement scores

### **MAT 110 College Algebra**

3.0-0.0-3.0

This course includes the following topics: polynomials; rational, logarithmic and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; simple linear programming; solutions of higher degree polynomials; combinatorial algebra, including the binomial theorem; and introduction to probability. Graphing calculator is required.

Prerequisite(s)..... MAT 102 or acceptable placement scores



## **MAT 111 College Trigonometry**

3.0-0.0-3.0

This course includes the following topics: circular functions, trigonometric identities, solution of right and oblique triangles, solution of trigonometric equations, polar coordinates, complex numbers including DeMoivre's theorem, vectors, conic sections, sequences, and series. Graphing calculator is required.

Prerequisite(s)..... MAT 110

## **MAT 120 Probability & Statistics**

3.0-0.0-3.0

This course includes the following topics: introductory probability and statistics including organization of data; sample space concepts; random variables; counting problems; binomial and normal distributions; central limit theorem; confidence intervals and test hypotheses for large and small samples; types I and II errors; linear regression; and correlation. Graphing calculator is required.

Prerequisite(s)..... MAT 102 with a grade of "C" or higher

## **MAT 122 Finite College Mathematics**

3.0-0.0-3.0

This course includes the following topics: logic, sets, Venn diagrams, counting problems, probability, matrices, systems of equations, linear programming including the simplex method, and applications, graphs, and networks. Graphing calculator is required.

Prerequisite(s)..... MAT 110

## **MAT 130 Elementary Calculus**

3.0-0.0-3.0

This course includes the following topics: differentiation and integration of polynomials; rational, logarithmic, and exponential functions; and interpretation and application of these processes.

Prerequisite(s)..... MAT 110

## **MAT 140 Analytical Geometry and Calculus I**

4.0-0.0-4.0

This course includes the following topics: derivatives and integrals of polynomials; rational, logarithmic, exponential, trigonometric, and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry. Graphing calculator is required.

Prerequisite(s)..... MAT 110 and MAT 111

## **MAT 141 Analytical Geometry and Calculus II**

4.0-0.0-4.0

This course includes the following topics: continuation of calculus of one variable, including analytic geometry, techniques of integration, volumes by integration, and other applications; infinite series, including Taylor series; and improper integrals. Graphing calculator is required.

Prerequisite(s)..... MAT 140

## **MAT 160 Math for Business and Finance**

3.0-0.0-3.0

This course includes the following topics: commissions, mark-on, depreciation, interest on unpaid balances, compound interest, payroll, taxes, and graphs.

Prerequisite(s)..... Acceptable placement test scores

## **Medical Assisting (MED)**

### **MED 103 Medical Assisting Introduction**

3.0-0.0-3.0

This course provides an introduction to the profession of medical assisting, including qualifications, duties, and the role of the medical assistant.

Prerequisite(s)..... ENG 032 and approval of the program coordinator

# Courses: MED - MGT

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## **MED 105 Medical Assisting Office Skills I** 4.0-3.0-5.0

This course provides a study of receptionist duties, records maintenance, insurance form processing, and office machine use.

Prerequisite(s)..... MED 103 and CPT 101 or OST 105 or approval of program coordinator

## **MED 107 Medical Assisting Office Management** 4.0-0.0-4.0

This course provides a study of the principles and practices of banking and accounting procedures, billing methods, and office management.

Prerequisite(s)..... MED 103 and MAT 160

## **MED 112 Medical Assisting Pharmacology** 1.0-3.0-2.0

This course provides a study of principles of pharmacology, drug therapy, and the administration of medicines.

Prerequisite(s)..... AHS 126, BIO 112, and MED 114

## **MED 114 Medical Assisting Clinical Procedures** 3.0-3.0-4.0

This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques, and emergency procedures.

Prerequisite(s)..... AHS 102, AHS 116, BIO 112, and MED 103

## **MED 156 Clinical Experience I** 1.0-15.0-6.0

This course provides direct experience in a physician's office or other selected medical facilities.

Prerequisite(s)..... MED 105, MED 107, and MED 114

Corequisite(s)..... AHS 105 and MED 112

## **Management (MGT)**

### **MGT 101 Principles of Management** 3.0-0.0-3.0

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

Prerequisite(s)..... ENG 031 and RDG 031

### **MGT 120 Small Business Management** 3.0-0.0-3.0

This course is a study of small business management and organization, forms of ownership, and the process of starting a new business.

Prerequisite(s)..... ENG 031 and RDG 031

### **MGT 121 Small Business Operations** 3.0-0.0-3.0

This course is a study of the daily operations of an established small business, emphasizing staffing, record keeping, inventory control, and marketing.

Prerequisite(s)..... ENG 031, MAT 032, and RDG 031

### **MGT 150 Fundamentals of Supervision** 3.0-0.0-3.0

This course is a study of supervising principles and techniques required to effectively manage human resources in an organization. First line management is emphasized.

Prerequisite(s)..... MGT 101

### **MGT 201 Human Resource Management** 3.0-0.0-3.0

This course is a study of personnel administration functions within a business organization. Major areas of study include job analysis; recruitment, selection, and assessment of personnel; and wage, salary, and benefit administration.

Prerequisite(s)..... MGT 101

## **MGT 240 Management Decision Making**

3.0-0.0-3.0

This course is a study of various structured approaches to managerial decision making.

Prerequisite(s)..... ACC 101, MGT 101, MKT 101, and completion of 50% of Major Course Requirements for the Associate Degree in Business: Major in Management Program

## **Marketing (MKT)**

### **MKT 101 Marketing**

3.0-0.0-3.0

This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion, and marketing distribution.

Prerequisite(s)..... ENG 031 and RDG 031

### **MKT 110 Retailing**

3.0-0.0-3.0

This course is a study of the importance of retailing in American business covering the concepts of store location, layout, merchandising, display, pricing, inventory control, promotional programs, and profit management.

Prerequisite(s)..... MKT 101 or BUS 210

### **MKT 120 Sales Principles**

3.0-0.0-3.0

This course is a study of the personal selling process with special emphasis on determining customer needs and developing effective communications and presentation skills.

Prerequisite(s)..... MKT 101 or BUS 210

### **MKT 240 Advertising**

3.0-0.0-3.0

This course is a study of the role of advertising in the marketing of goods and services, including types of advertising, media, the way advertising is created, agency functions, and regulatory aspects of advertising.

Prerequisite(s)..... MKT 101

## **MKT 265 Retailing Strategies and**

**Applications**

3.0-0.0-3.0

This course is a study of the applications and management of business strategies in the retailing industry including business planning, site selection, merchandise management, pricing strategies, promotions strategies, and store organization and layout.

Prerequisite(s)..... MGT 101, MKT 101, CPT 101 and completion of 50% of the Major Course Requirements for the Associate Degree in Business: Major in Marketing Program

## **MKT 270 Internet Research and**

**Marketing**

3.0-0.0-3.0

This course is a study of utilizing the Internet for research and marketing. The course includes the use of analytical skills, database, searches, and organization/presentations.

Prerequisite(s)..... MKT 101 or BUS 210, CPT 101 and CPT 102

## **Machine Tool Technology (MTT)**

### **MTT 105 Machine Tool Math**

**Applications**

3.0-0.0-3.0

This course will provide the non-machine tool major with an overview of the capabilities of precision machining in conventional and computer numerical controlled machine tools. The student will become familiar with the machine tool portion of the manufacturing primarily through demonstrations.

Prerequisite(s)..... None

### **MTT 111 Machine Tool Theory and**

**Practice I**

3.0-6.0-5.0

This course is an introduction to the basic operation of machine shop equipment.

Prerequisite(s)..... None

# Courses: MTT - MUS

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## **MTT 112 Machine Tool Theory and Practice II**

3.0-6.0-5.0  
This course is a combination of the basic theory and operation of machine shop equipment.  
Prerequisite(s)..... MTT 111 or approval of program coordinator

## **MTT 143 Precision Measurements**

1.0-3.0-2.0  
This course is a study of precision measuring instruments. Instruments related to the machine tool industry will be demonstrated along with hands-on use by the student to obtain accurate readings.  
Prerequisite(s)..... None

## **MTT 215 Tool Room Machining I**

1.0-9.0-4.0  
This course covers advanced machine tool operations, including an introduction to basic die making. Extreme accuracy will be stressed at all times.  
Prerequisite(s)..... MTT 111

## **MTT 216 Tool Room Machining II**

1.0-9.0-4.0  
This course covers advanced machine tool operations, including complex die operations. An overview of injection molding will also be presented.  
Prerequisite(s)..... MTT 111

## **MTT 231 Tool & Die Making I**

3.0-6.0-5.0  
This course covers the manufacture and use of a simple blanking of piercing die or tools.  
Prerequisite(s)..... MTT 111

## **MTT 241 Jigs & Fixtures I**

1.0-3.0-2.0  
This course includes the theory necessary to design working prints of simple jigs and fixtures.  
Prerequisite(s)..... MTT 111

## **MTT 250 Principles of CNC**

3.0-0.0-3.0  
This course is an introduction to the coding used in CNC programming. The Cartesian Coordinate System, along with machine coordinate, will also be taught. The program Master CAM will be used.  
Prerequisite(s)..... MTT 111 or approval of program coordinator

## **MTT 254 CNC Programming I**

3.0-0.0-3.0  
This course is a study of CNC programming, including machine language and computer-aided programming.  
Prerequisite(s)..... MTT 250

## **MTT 255 CNC Programming II**

3.0-0.0-3.0  
This course includes CNC programming with simulated production conditions. The course will be taught using the latest version of Master CAM software.  
Prerequisite(s)..... MTT 258

## **MTT 258 Machine Tool CAM**

3.0-0.0-3.0  
This course is a study of computer-aided manufacturing graphics systems needed to create CNC programs. The program Master CAM will be used.  
Prerequisite(s)..... MTT 254

## **Music (MUS)**

### **MUS 105 Music Appreciation**

3.0-0.0-3.0  
This course is an introduction to the study of music with focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various western and non-western historical style periods, and appropriate listening experiences.  
Prerequisite(s)..... ENG 032 and RDG 032

## Nursing (NUR)

### **NUR 106 Pharmacologic Basic for Nursing Practice**

2.0-0.0-2.0  
This introductory course outlines the basic concepts of pharmaceutics, pharmacokinetics, pharmacodynamics, and pharmacotherapeutics. The process of clinical calculations is introduced, as well as the major drug classifications.

Prerequisite(s).....BIO 211, PSY 201,  
NUR 108 and NUR 160

Corequisite(s)..... NUR 112, NUR 165  
and PSY 203

### **NUR 108 Patient Care Skills I**

0.0-3.0-1.0  
This course focuses on the development of beginning technical competency in basic patient care skills to assist in meeting the needs of selected patients of varying ages.

Corequisite(s)..... BIO 211, PSY 201  
and NUR 160

### **NUR 112 Patient Care Skills II**

0.0-6.0-2.0  
This course focuses on the development of technical competency related to advanced patient care skills to assist in meeting the needs of selected patients of varying ages.

Prerequisite(s)..... BIO 211, PSY 201,  
NUR 108 and NUR 160

Corequisite(s).....NUR 106, NUR 165  
and PSY 203

### **NUR 160 Introduction to Nursing**

2.0-6.0-4.0  
This course is an overview of nursing concepts and theories focusing on meeting the basic needs of clients along the wellness-illness continuum. Development of critical thinking skills, the nursing process and the role of the nurse in a variety of settings are included in the course.

Corequisite(s)..... BIO 211, PSY 201  
and NUR 108

### **NUR 162 Psychiatric and Mental Health Nursing**

2.0-3.0-3.0  
This course covers application of critical thinking skills and nursing concepts in the care of adult clients with selected mental health problems in a variety of settings. The course includes the study of dynamics of human behavior ranging from normal to extreme.

Prerequisite(s).....SPC 205, NUR 263 and  
NUR 265

Corequisite(s).....BIO 225, NUR 244 and  
a Humanities/Fine  
Arts Elective

### **NUR 165 Nursing Concepts and Clinical Practice I**

3.5-7.5-6.0  
This course covers applications of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings.

Prerequisite(s)..... BIO 211, PSY 201,  
NUR 108 and NUR 160

Corequisite(s).....NUR 106, NUR 112 and  
PSY 203

### **NUR 201 Transition Nursing**

2.0-3.0-3.0  
This course facilitates the transition of the practical nurse graduate to the role of the associate degree nursing student.

Prerequisite(s)..... AHS 126, BIO 210,  
BIO 211, ENG 101, MAT 110  
and PSY 201, PSY 203

Corequisite(s).....SPC 205 and a  
Humanities/Fine  
Arts Elective

### **NUR 244 Home Health Nursing**

2.0-3.0-3.0  
This course facilitates the development of competence necessary to meet the nursing needs of patients in the community.

Prerequisite(s)..... NUR 263, NUR 265 and  
SPC 205

Corequisite(s).....BIO 225, NUR 162 and  
a Humanities/Fine  
Arts Elective

# Courses: NUR - OST

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## **NUR 263 Nursing Across Lifespan II**

2.0-6.0-4.0

This course is a study of basic concepts utilizing the nursing process and critical thinking skills in the care of women, child-bearing families, children and adolescents with acute and chronic health problems. Normal aspects of care and growth and development are covered in the course.

Prerequisite(s)..... NUR 106,  
NUR 112, NUR 165  
and PSY 203

Corequisite(s).....SPC 205 and  
NUR 265

## **NUR 265 Nursing Concepts and Clinical Practice II**

4.0-6.0-6.0

Continuation of the application of critical thinking skills and nursing concepts in the care of the adult clients with selected health problems in a variety of settings.

Prerequisite(s)..... NUR 106, NUR 112  
NUR 165 and  
PSY 203

Corequisite(s).....SPC 205 and  
NUR 263

## **NUR 267 Nursing Concepts and Clinical Practice IV**

2.0-12.0-6.0

This course is a continuation of the application of critical thinking skills and nursing concepts in the care of clients with complex, multi-system health problems in a variety of settings. This course covers concepts of leadership, management, and professional role development.

Prerequisite(s).....BIO 225,  
NUR 162, NUR 244 and a  
Humanities/Fine  
Arts Elective

## **Office Systems Technology (OST)**

### **OST 105 Keyboarding**

3.0-0.0-3.0

This course focuses on the mastery of keyboarding and the formatting principles of business documents and MLA and APA research papers.

Prerequisite(s)..... RDG 032

### **OST 110 Document Formatting**

3.0-0.0-3.0

This course emphasizes speed, accuracy and developing document formatting skills using keyboarding competencies.

Prerequisite(s)..... OST 105

### **OST 121 Machine Transcription**

3.0-0.0-3.0

This course provides experience in transcribing documents from dictation equipment. Emphasis is place on development of accuracy, effective listening techniques, and proper punctuation of business documents.

Prerequisite(s)..... ENG 032 and OST 105

### **OST 123 Legal Machine Transcription**

3.0-0.0-3.0

This course focuses on the development of speed and accuracy in transcribing legal documents from dictation equipment.

Prerequisite(s)..... ENG 032, LEG 135  
and OST 105

### **OST 161 Information Management**

3.0-0.0-3.0

This course emphasizes information management functions and various types of information systems, technology and procedures. The course includes the development, organization and maintenance of records.

Prerequisite(s)..... RDG 032

## **OST 163 Information Processing**

3.0-0.0-3.0

This course introduces the basic concepts of information processing. Proficiency in Core certification skills in Microsoft Word is emphasized.

Prerequisite(s)..... RDG 032

## **OST 180 Customer Service**

(3.0-0.0-3.0)

This course is a study of issues in the workplace relating to effective customer service. The course includes topics such as oral, written, verbal and nonverbal communication skills, effective telephone techniques and cultural diversity in the workplace.

Prerequisite(s)..... RDG 032

## **OST 210 Document Production**

3.0-0.0-3.0

This course emphasizes the production of documents found in typical business offices. The major focus is on productivity and excellence in document production.

Prerequisite(s)..... OST 110

## **OST 250 Advanced Information Processing**

3.0-0.0-3.0

This course emphasizes complex applications of information processing software using advanced features and concepts. Emphasis is on production.

Prerequisite(s)..... OST 163

## **OST 251 Administrative Systems and Procedures**

3.0-0.0-3.0

This course covers processing information in the electronic office. Emphasis is on increasing proficiency in performing a variety of office tasks.

Prerequisite(s)..... ENG 160, OST 110,  
OST 121 OST 161  
and OST 163

## **OST 265 Office Desktop Publishing**

3.0-0.0-3.0

This course covers the integration of text and graphics using computer software to design, edit, and produce a variety of documents.

Prerequisite(s)..... CPT 102 or CPT 257  
or OST 163

## **OST 267 Integrated Information Processing**

3.0-0.0-3.0

This course covers the applications of integrated computer software.

Prerequisite(s)..... CPT 174 and OST 163

## **OST 270 SCWE in Office Systems**

0.0-12.0-3.0

This course integrates office skills within an approved work site related to Office Systems Technology.

Prerequisite(s)..... ENG 160, OST 110,  
OST 161, OST 163, OST 180  
and approval of program  
coordinator

## **Philosophy (PHI)**

### **PHI 101 Introduction to Philosophy**

3.0-0.0-3.0

This course includes a topical survey of the three main branches of philosophy — Epistemology, Metaphysics, and Ethics — and the contemporary questions related to these fields.

Prerequisite(s)..... RDG 032

### **PHI 110 Ethics**

3.0-0.0-3.0

This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning

Prerequisite(s)..... RDG 032

### **PHI 115 Contemporary Moral Issues**

3.0-0.0-3.0

This course examines moral issues in contemporary society, including basic principles and applications of ethics.

Prerequisite(s)..... RDG 032



# Courses: PHY - PSY

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## Physics (PHY)

### PHY 201 Physics I

3.0-3.0-4.0

This course is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics. Laboratory exercises are used to emphasize these topics.

Prerequisite(s)..... MAT 110 and MAT 111

### PHY 202 Physics II

3.0-3.0-4.0

This course covers physics topics including mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics. Laboratory exercises are used to emphasize these topics.

Prerequisite(s)..... MAT 110 and MAT 111  
or PHY 201

### PHY 221 University Physics I

3.0-3.0-4.0

This is the first of a sequence of courses. The course includes a calculus-based treatment of the following topics: vectors, laws of motion, rotation, vibratory, and wave motion.

Prerequisite(s)..... MAT 140

### PHY 222 University Physics II

3.0-3.0-4.0

This course is a continuation of calculus-based treatment of the following topics: thermodynamics, kinetic theory of gases, electricity and magnetism, including electrostatics, dielectrics, electric circuits, magnetic fields, and induction phenomena.

Prerequisite(s)..... MAT 140 and PHY 221

## Political Science (PSC)

### PSC 201 American Government

3.0-0.0-3.0

This course is a study of national governmental institutions with emphasis on the Constitution; the functions of the executive, legislative, and judicial branches; civil liberties; and the role of the electorate.

Prerequisite(s)..... ENG 032

### PSC 215 State and Local Government

3.0-0.0-3.0

This course is a study of state, county, and municipal government systems including interrelationships between these systems and within the federal government.

Prerequisite(s)..... ENG 032 or ENG 160

## Psychology (PSY)

### PSY 105 Personal/Interpersonal

3.0-0.0-3.0 Psychology

This course emphasizes the principles of psychology in the study of self-awareness, interpersonal adjustment, and behavior in contemporary society.

Prerequisite(s)..... ENG 031 and RDG 031

### PSY 201 General Psychology

3.0-0.0-3.0

This course includes the following topics and concepts in the science of behavior: scientific method, biological bases for behavior, perception, motivation, learning, memory, development, personality, abnormal behavior, therapeutic techniques, and social psychology.

Prerequisite(s)..... ENG 032 and RDG 032

### PSY 203 Human Growth and

3.0-0.0-3.0 Development

This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential.

Prerequisite(s)..... PSY 201:  
or PSY 105 and ENG 032

## **PSY 208 Human Sexuality**

3.0-0.0-3.0

This course is a study of biological, psychological, and sociological perspectives of human sexuality. Historical, cross-cultural, and ethical issues are considered in the course.

Prerequisite..... PSY 201

## **PSY 212 Abnormal Psychology**

3.0-0.0-3.0

This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures.

Prerequisite(s)..... PSY 201

## **PSY 218 Behavior Modification**

3.0-0.0-3.0

This course is an introduction to the terminology, methods, and procedures used in behavior modification, including the application of these procedures and techniques in specific areas of human services.

Prerequisite(s)..... PSY 201

## **PSY 220 Psychology of Personality**

3.0-0.0-3.0

This course is the study of classical and modern theories of personality. Research implications are evaluated.

Prerequisite(s)..... PSY 201

## **PSY 230 Interviewing Techniques**

3.0-0.0-3.0

This course develops skills necessary for interviewers in various organization settings.

Prerequisite(s)..... PSY 201:  
or PSY 105 and ENG 032

## **PSY 231 Counseling Techniques**

3.0-0.0-3.0

This course is a study of a variety of counseling techniques necessary to assist qualified therapists in a variety of therapeutic settings.

Prerequisite(s)..... PSY 201:  
or PSY 105 and ENG 032

## **PSY 235 Group Dynamics**

3.0-0.0-3.0

This course is an examination of the theory and practice of group dynamics. Emphasis is on the application of the value and use of the group process in specialized settings.

Prerequisite(s)..... PSY 231  
or PSY105 and ENG 032

## **PSY 237 Crisis Management**

3.0-0.0-3.0

Studying the effects of crisis on people, the methods of intervention, and the use of multiple resources to re-establish individual functioning.

Prerequisite..... PSY 201

## **PSY 240 Ethnicity & Minority Issues**

3.0-0.0-3.0

Studying cultural and minority characteristics influencing individual and interpersonal behaviors, with emphasis on social, educational, economic, and environmental factors.

Prerequisite(s)..... PSY 201

## **Radiologic Technology (RAD)**

### **RAD 102 Radiology Patient Care Procedures**

2.0-0.0-2.0

This course provides a study of the procedures and techniques used in the care of the diagnostic imaging patient.

Prerequisite(s).....Acceptance into the program

### **RAD 103 Introduction to Computed Tomography**

2.0-0.0-2.0

This course is a study of the technological developments behind computed tomography, an overview of scanner components, terminology, data acquisition, digital imaging, image reconstruction, display and manipulation. Current applications will be explored, including patient screening, contract utilization and administration, contrast reactions and treatment, pediatrics, conscious sedation and monitoring, and radiation protection.

Prerequisite(s).....Acceptance into the program

# Courses: RAD

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## **RAD 104 Introduction to Physics**

1.0-0.0-1.0

This course provides an overview of mathematical applications, unit conversions, and a basic overview of theory and principles as they relate to physics.

Prerequisite(s).....Acceptance into the program

## **RAD 110 Radiographic Imaging I**

3.0-0.0-3.0

This course provides detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production.

Prerequisite(s)..... RAD 102, RAD 104, RAD 130 and RAD 155

## **RAD 115 Radiographic Imaging II**

3.0-0.0-3.0

This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging.

Prerequisite(s)..... RAD 110

## **RAD 121 Radiographic Physics**

3.0-3.0-4.0

This course introduces the principles of Radiographic Physics, incorporating theory and application of basic principles underlying the operation and maintenance of x-ray equipment.

Prerequisite(s)..... RAD 115

## **RAD 130 Radiographic Procedures I**

2.0-3.0-3.0

This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen, and extremities will be included.

Prerequisite(s).....Acceptance into the program

## **RAD 131 Computed Tomography of the Head and Spine**

1.0-0.0-1.0

This course covers anatomy and pathology review, imaging protocols, case studies and film critique.

Prerequisite(s)..... RAD 103

## **RAD 136 Radiographic Procedures II**

2.0-3.0-3.0

This course is a study of radiographic procedures for visualization of the structures of the body.

Prerequisite(s)..... RAD 130

## **RAD 155 Applied Radiography I**

0.0-15.0-5.0

This course introduces the clinical environment of the hospital by providing basic use of radiographic equipment and routine radiographic procedures.

Prerequisite(s).....Acceptance into the program

## **RAD 165 Applied Radiography II**

0.0-15.0-5.0

This course includes the use of radiographic equipment and performance of radiographic procedures within the clinical environment of the hospital.

Prerequisite(s)..... RAD 155

## **RAD 176 Applied Radiography III**

0.0-18.0-6.0

This course includes routine and advanced radiographic procedures in the clinical environment.

Prerequisite(s)..... RAD 165

## **RAD 201 Radiation Biology**

2.0-0.0-2.0

This course is a study of the principles of radiobiology and protection. It emphasizes procedures that keep radiation exposure to patients, personnel, and the population at large to a minimum.

Prerequisite(s)..... RAD 121

## **RAD 205 Radiographic Pathology**

2.0-0.0-2.0

This course provides a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis, and treatment.

Prerequisite(s)..... RAD 102, RAD 104 and RAD 130

## **RAD 230 Radiographic Procedures III**

2.0-3.0-3.0

This course is a study of special radiographic procedures.

Prerequisite(s)..... RAD 136

## **RAD 235 Radiography Seminar I**

1.0-0.0-1.0

This course includes selected areas of radiography that require additional study or application.

Prerequisite(s)..... RAD 121

## **RAD 236 Radiography Seminar II**

2.0-0.0-2.0

This course includes selected areas of radiography that require additional study or application.

Prerequisite(s)..... RAD 235

## **RAD 256 Advanced Radiography I**

0.0-18.0-6.0

This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiographic procedures.

Prerequisite(s)..... RAD 176

## **RAD 266 Advanced Radiography II**

0.0-18.0-6.0

This course includes routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere.

Prerequisite(s)..... RAD 256

## **RAD 276 Advanced Radiography III**

0.0-18.0-6.0

This course includes routine and advanced radiographic procedures in the clinical environment.

Prerequisite(s)..... RAD 266

## **Reading (RDG)**

### **RDG 031 Developmental Reading Basics**

3.0-0.0-3.0

This course is a basic course designed to strengthen academic reading skills. Students will learn fundamental strategies to improve reading comprehension. Instruction will include an overview of basic concepts such as determining word meaning and introducing reading as a process.

Prerequisite(s)..... Acceptable placement test scores

**Note:** This course does not earn credit toward a degree.

### **RDG 032 Developmental Reading**

3.0-0.0-3.0

This course is an intensive overview of the academic reading skills needed for success in college-level courses. Students will demonstrate their understanding of reading as a process and will apply strategies learned to expand their reading comprehension skills. Students will demonstrate the ability to integrate knowledge, use context clues, and identify supporting details.

Prerequisite(s)..... Acceptable test scores

**Note:** This course does not earn degree credit.

### **RDG 101 College Reading**

3.0-0.0-3.0

This course is designed to enhance reading efficiency by effectively processing and analyzing information. Practice and application of techniques are provided through college text selections. This is an upper level reading course which focuses on how to process and analyze reading information.

Prerequisite(s)..... RDG 032 or acceptable placement test scores

# Courses: REL - SPA

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## Religion (REL)

### REL 103 Comparative Religion

3.0-0.0-3.0

This course is an analysis of the religious experience of various persons and groups, Eastern and Western, in their traditional and contemporary settings. It includes tribal religions, Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam.

Prerequisite(s)..... RDG 032

## Sports Fitness Technology (SFT)

### SFT 109 Lifetime Fitness and Wellness

3.0-0.0-3.0

This course is the foundation of the fitness/wellness series and introduces students to the theory and principles upon which the concepts of lifetime fitness and wellness are based. Students will examine the relationship that exists between wellness and lifestyle behaviors.

Prerequisite(s)..... None

## Sociology (SOC)

### SOC 101 Introduction to Sociology

3.0-0.0-3.0

This course emphasizes the fundamental concepts and principles of sociology including culture, socialization, interaction, social groups and stratification, and effects of population growth and technology on society and social institutions.

Prerequisite(s)..... RDG 032

### SOC 102 Marriage and the Family

3.0-0.0-3.0

This course introduces the institutions of marriage and the family from a sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social change.

Prerequisite(s)..... RDG 032

### SOC 205 Social Problems

3.0-0.0-3.0

This course is an analysis of contemporary social problems, both in the United States and around the world. The focus includes specific social problems such as crime, violence, inequalities, economic changes, health services, population growth, environmental pollution, eco-terrorism, substance abuse, socializing institutions, and policy decisions.

Prerequisite(s)..... ENG 032

### SOC 210 Juvenile Delinquency

3.0-0.0-3.0

This course presents the nature, extent, and causes of juvenile delinquency behavior, including strategies used in the prevention, intervention, and control of deviant behavior.

Prerequisite(s)..... ENG 032 and RDG 032

## Spanish (SPA)

### SPA 101 Elementary Spanish I

4.0-0.0-4.0

This course is a study of the four basic language skills: Listening, Speaking, Reading, and Writing, including an introduction to the Spanish culture. Students are required to spend several hours each week performing learning lab activities out of the classroom.

Prerequisite(s)..... ENG 101 with a grade of "C" or better or permission of the instructor

### SPA 102 Elementary Spanish II

4.0-0.0-4.0

This course continues development of the basic language skills and the study of the Spanish culture. Students are required to spend several hours each week performing learning lab activities out of the classroom.

Prerequisite..... SPA 101 with a grade of "C" or better

## **SPA 201 Intermediate Spanish I**

3.0-0.0-3.0

This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose. Students are required to spend several hours each week performing learning lab activities out of the classroom.

Prerequisite..... SPA 102 with a grade of “C” or better

## **SPA 202 Intermediate Spanish II**

3.0-0.0-3.0

This course continues a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose. Students are required to spend several hours each week performing learning lab activities out of the classroom.

Prerequisite(s)..... SPA 201 with a grade of “C” or better

## **Public Speaking (SPC)**

### **SPC 205 Public Speaking**

3.0-0.0-3.0

This course is an introduction to principles of public speaking with application of speaking skills. It provides a comprehensive approach to the preparation and delivery of effective oral messages.

Prerequisite(s)..... ENG 101 or ENG 160

### **SPC 209 Interpersonal Communication**

3.0-0.0-3.0

This course is an introduction to the principles of interpersonal communication with emphasis on interpersonal theory as applied to personal and professional relationships. Students will learn to observe and analyze how these principles operate in daily interaction with others.

Prerequisite(s)..... ENG 101 or ENG 160

## **Surgical Technology (SUR)**

### **SUR 101 Introduction to Surgical Technology**

4.0-3.0-5.0

This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic instrumentation and supplies, sterilization, principles of infection control, and wound healing.

Prerequisite(s).....AHS 102 and BIO 112

### **SUR 102 Applied Surgical Technology**

2.0-9.0-5.0

This course covers the principles and application of aseptic technique, the perioperative role, and medical/legal aspects.

Prerequisite(s)..... None

### **SUR 103 Surgical Procedures I**

2.0-6.0-4.0

This course is a study of a system to system approach to surgical procedures and relates regional anatomy, pathology, specialty equipment, and team responsibility. Patient safety, medical/legal aspects, and drugs used in surgery are emphasized.

Prerequisite(s)..... None

### **SUR 104 Surgical Procedures II**

2.0-6.0-4.0

This course is a study of various specialties of surgical procedures. Patient safety, medical/legal aspects, and drugs used in surgery are emphasized. The course includes the study of the structures of the human body and normal function of its generalized systems. Special emphasis is placed on surgical anatomy.

Prerequisite(s)..... BIO 115 and SUR 103

### **SUR 106 Advanced Surgical Procedures**

2.0-0.0-2.0

This course is a study of advanced surgical procedures.

Prerequisite(s)..... SUR 104

# Courses: SUR - WLD

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## **SUR 107 Surgical Specialty Procedures**

3.0-0.0-3.0

This course is a study of various surgical specialties.

Prerequisite(s)..... SUR 104

## **SUR 111 Basic Surgical Practicum**

0.0-21.0-7.0

This course includes the application of theory under supervision in the perioperative role in various clinical affiliations.

Prerequisite(s)..... SUR 101, SUR 102 and SUR 103

## **SUR 114 Surgical Specialty Practicum**

0.0-21.0-7.0

This course includes the correlation of the principles of theories of specialized surgical procedures with clinical performance in affiliated hospitals.

Prerequisite(s)..... SUR 111

## **SUR 120 Surgical Seminar**

2.0-0.0-2.0

This course includes the comprehensive correlation of theory and practice in the perioperative role.

Prerequisite(s)..... SUR 111

## **SUR 130 Biomedical Science for the Surgical Technologist**

1.0-0.0-1.0

This course includes basic principles of electricity, physics, and robotics as they relate to safe patient care practices in the operating room.

Prerequisite(s).....None

## **Telecommunications Engineering (TCE)**

### **TCE 201 Local Area Networks**

(3.0-3.0-4.0)

This course covers local area networks, including definitions, LAN topologies, transmission media, and network software.

Prerequisite..... EGR 110

## **Theatre (THE)**

### **THE 101 Introduction to Theatre**

3.0-0.0-3.0

This course includes the appreciation and analysis of theatrical literature, history, and production.

Prerequisite(s)..... ENG 032 and RDG 032

## **Welding Technology (WLD)**

### **WLD 101 Cutting Processes**

1.0-0.0-1.0

This course covers the fundamentals of cutting processes commonly used in the welding industry.

Prerequisite(s)..... None

### **WLD 102 Introduction to Welding**

1.0-0.0-2.0

This course covers the principles of welding, cutting and basic procedures for safety in using welding equipment.

Prerequisite(s)..... None

### **WLD 103 Print Reading I**

1.0-0.0-1.0

This is a basic course which includes the fundamentals of print reading, the meaning of lines, views, dimensions, notes, specifications and structural shapes. Welding symbols and assembly drawings as used in fabrication work are also covered.

Prerequisite(s)..... None

### **WLD 105 Print Reading II**

1.0-0.0-1.0

This course includes print reading, including welding symbols and their applications to pipe fabrication. Basic sketching of piping symbols, single line and double line pipe drawings, material estimating, template layout and how templates are used, in pipe layouts.

Prerequisite(s)..... None



## **WLD 108 Gas Metal ARC Welding I**

2.0-6.0-4.0

This course covers equipment setup and the fundamental techniques for welding ferrous and nonferrous metals with GMAW on fillet weld.

Prerequisite(s)..... None

## **WLD 111 ARC Welding I**

2.0-6.0-4.0

This course covers the safety, equipment, and skills used in the shielded metal arc welding process. Fillet welds are made to visual criteria in several positions.

Prerequisite(s)..... None

## **WLD 113 ARC Welding II**

2.0-6.0-4.0

This course is a study of shielded metal arc welding of ferrous and/or nonferrous metals. Welding of V-groove plate and pipe will be required.

Prerequisite(s)..... WLD 111

## **WLD 115 ARC Welding III**

2.0-6.0-4.0

This course covers the techniques used in preparation for structural plate testing according to appropriate standards.

Prerequisite(s)..... WLD 113

## **WLD 117 Specialized ARC Welding**

3.0-3.0-4.0

This course covers ARC welding processes for industrial purposes. It will include testing on welding in unusual positions.

Prerequisite(s)..... WLD 115

## **WLD 132 Gas Tungsten Arc Welding**

2.0-6.0-4.0 **Ferrous**

This course covers set up and adjustment of equipment and fundamental techniques for welding ferrous metals.

Prerequisite(s)..... None

## **WLD 134 Inert Gas Welding**

1.0-6.0-3.0 **Non-Ferrous**

This course covers fundamental techniques for welding nonferrous metals. Skills required for welding thin materials will be perfected.

Prerequisite(s)..... None

## **WLD 136 Advanced Inert Gas Welding**

1.0-3.0-2.0

This course covers the techniques for all positions of welding ferrous and nonferrous metals. It will include practice on small diameter pipe.

Prerequisite(s)..... WLD 152

## **WLD 140 Weld Testing**

1.0-0.0-1.0

This is an introductory course in destructive and nondestructive testing of welded joints.

Prerequisite(s)..... None

## **WLD 152 Tungsten ARC Welding**

2.0-6.0-4.0

This course covers gas tungsten arc welding of carbon steel filler metal and carbon steel metals with stainless steel filler metals. Techniques for welding fillet welds and V-groove plate will be covered.

Prerequisite(s)..... None

## **WLD 154 Pipe Fitting and Welding**

3.0-3.0-4.0

This is a basic course in fitting and welding pipe joints, either ferrous or nonferrous, using standard processes.

Prerequisite(s)..... WLD 113

## **WLD 160 Fabrication Welding**

2.0-3.0-3.0

This course covers the layout and fabrication procedures as they pertain to sheet metal and structural steel shapes. The course will also include shop safety and hand and power tools.

Prerequisite(s)..... None

# Courses: WLD

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## **WLD 170 Qualification Welding**

3.0-3.0-4.0

This course covers the procedures and practices used in taking welder qualification tests.

Prerequisite(s)..... None

## **WLD 204 Metallurgy**

3.0-0.0-3.0

This course covers the characteristics of ferrous and nonferrous metals. Mechanical and physical properties are covered. Students will study the properties of weld metal deposited with common welding processes.

Prerequisite(s)..... None

## **WLD 212 Destructive Testing**

2.0-0.0-2.0

This course covers the destructive testing methods used in the evaluation of welds. Methods to be covered include guided bend, tensile, nick break, and macro etching.

Prerequisite(s)..... None

## **WLD 214 Non-Destructive Testing**

2.0-0.0-2.0

This course covers non-destructive testing processes used in the evaluation of welds. Students receive theory and hands-on experience in the lab using dye penetrant, magnetic particle, radiography, and ultrasonic testing processes.

Prerequisite(s)..... None

# **Workforce & Business Development**

**Continuing Education and  
Professional Development**

# General Information

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## **Mission**

The mission of the Workforce and Business Development (WBD) Division of Aiken Technical College is to enhance human and economic development by providing specific services, educational programs, and training solutions that improve the quality of life for our customers.

WBD strives to:

- Develop solid, long-term relationships with our customers;
- Provide access to diverse human resource solutions;
- Offer the highest quality training, education, and services;
- Deliver exceptional customer service; and
- Meet the specific needs of and improve the quality of life for our customers.

WBD offers a variety of training programs and courses as part of a lifelong learning process. The programs are available to the general public, business, and industry through short and long courses, seminars, workshops, and conferences on the ATC campus or at company sites.

## **Registration and Enrollment**

WBD courses are available to the public on a first-come, first-served basis. Students must be sixteen years of age or older or have the written permission of a parent or guardian.

Registration, which is available Monday through Friday (excluding holidays), begins with a visit or call to the Office of Workforce and Business Development (803-593-9954, ext. 1230). Trained staff provide information on individual courses and assist students with registration. To secure a place in a class, applicants must pay fees at the time of registration.

## **Tuition and Fees**

Student fees for each course or seminar vary according to the cost of instruction; therefore, the fees are included in the schedules published each semester. The College accepts payment of WBD tuition and fees by cash, check, Visa or Mastercard.

## **Parking**

Students must purchase a \$2.00 parking permit per class from the WBD office.

## **Refund Policies**

WBD refund policy is subject to change. The refund policy outlined below is effective as of Spring 2004.

1. Should WBD cancel a course, WBD refunds the full fee with no action required by the student.
2. A student who withdraws from a WBD course before the course start date receives an 85% refund of the course fee.
3. A student who withdraws from a WBD course on or after the course start date receives no refund. Under special circumstances, however, the student may appeal to the Vice President of WBD. If the Vice President determines that extenuating circumstances exist over which the student had no control and which the student could not reasonably foresee, then a full or partial refund may be granted after the class starts.

## **Attendance Policy**

WBD students are expected to follow Aiken Technical College's Attendance Policy (see page 209) in all classes with the exception of courses where government or other agencies dictate specific attendance criteria. These exceptions will be listed in the syllabus given to students at the beginning of each course.

## Programs and Courses

WBD offers courses in health care occupations, professional skills, transportation, leadership and management, industrial and technical skills, computer skills, and mine safety and health. Experienced professionals who understand both the needs of the individual and the demands of business and industry conduct all WBD courses.

Year-round scheduling provides the student with the opportunity to enhance or upgrade job skills as well as to develop new ones. Courses are taught in varied modalities, including traditional classroom settings, online, and blended learning. In addition to a wide range of offerings, WBD customizes many courses and programs for presentation at company sites.

## Continuing Education Units

Students who successfully complete courses through WBD receive Continuing Education Units (CEUs). A CEU, which is recognized nationally, is defined as 10 contact hours of class participation in an organized adult continuing education or extension program. Upon successful completion of a course or program, students receive a CEU certificate.

Note: Students do not receive academic credits for completion of a WBD course.

## WorkKeys

Since 1997, ATC/WBD has adopted the use of WorkKeys, an EEOC compliant process developed by ACT, Inc. The WorkKeys process is being used throughout the United States in business and industry and in public schools. WorkKeys provides a common language for educators, businesses, and industries.

ATC utilizes WorkKeys in our hiring process to ensure qualified employees to serve our students and our community. According to ACT, employees must have skills and knowledge in nine areas to successfully perform their jobs:

Reading for Information	(RI)
Applied Mathematics	(AM)
Applied Technology	(AT)
Locating Information	(LI)
Listening	(L)
Writing	(W)
Business Writing	(BW)
Teamwork	(T)
Observation	(O)

ACT certified WorkKeys profilers facilitate a process in which experienced employees identify the skills and skill levels required to perform their job. As a result of this process, a job “profile” is established for that specific position. This profile identifies which of the nine skill areas are needed to perform the job and at what skill level employees must perform to be successful at an entry and superior performance level. Assessments are given to incumbent workers or job applicants to see if they meet the profile standard. This profile can be used for pre-employment hiring, skills gap training, and curriculum development.

Example:

Maintenance Mechanic - Entry Level

AM	AT	L	LI	O	RI	T	W
4	5	4	4-5	4	4-5	4	3

To meet the goal of preparing students and clients for the workplace, WBD is currently aligning the entire curriculum to meet the related WorkKeys profiles. Upon successful completion of a WBD program, students will be prepared to take related certification exams and to meet the profile standards established through the WorkKeys process.

# Health Care Occupations

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These programs provide area medical facilities with trained technicians. Our graduates work in hospitals, healthcare centers, clinics, medical laboratories, blood banks, nursing homes, and private homes.

Note: Prior to clinical training, Allied Health students will be required to submit to a background check. Students must also provide current immunization records to include: MMR, Varicella, PPD, Tetanus, and Hepatitis-B (fees for immunizations are not included with tuition). Seasonal flu shots may also be required. See the current schedule of classes for clinical hours.

## **CPR Certification for Business and Industry**

(4 hours)

Learn one-person adult CPR. This Heartsaver Adult CPR (American Heart Association - AHA) course is designed for personnel in non-health related industry and business.

Prerequisite(s)..... None

### **Course Goals**

This course is designed to provide students:

- The knowledge and skills to assess the patient and provide a clear airway and CPR in emergency situations prior to the arrival of medical professionals.

## **CPR Certification for Healthcare Professionals**

(8 hours)

Learn adult, child, and infant one- and two-person CPR. This course is required for all healthcare workers, Allied Health/nursing students, and others who work in professional healthcare settings.

Prerequisite(s)..... None

**Course Goals** - same as above.

## **Pediatric First Aid and CPR**

(8 hours)

Learn child and infant CPR and first aid. This Pediatric Basic Life Support course is designed for personnel in childcare and other educational or volunteer settings.

Prerequisite(s)..... None

**Course Goals** - same as above.

## **Emergency Medical Technician - Basic (EMT-B)**

(143 hours)

Train to care for victims in emergency situations. Course includes practical skill simulations and clinical experience. S.C. DHEC approved course.

Prerequisite(s)... High school diploma or GED

### **Course Goals**

This course is designed to provide students:

- The knowledge and skills to understand the role and responsibilities of the EMT-Basic including safety procedures and state statutes and regulations.
- The knowledge and skills to deal with medical, legal, and ethical issues as related to emergency situations.
- The knowledge and skills to handle situations involving infection control, hazardous materials, pneumatic anti-shock garments, and IV maintenance as related to the duties and responsibilities of the EMT-Basic.
- The knowledge and skills in identifying human anatomy and topographical terminology, and measuring and recording patient vital signs as related to patient assessment.
- The knowledge, skills, and techniques to provide the patient with a clear airway and CPR as related to the duties and responsibilities of the EMT-Basic.
- The knowledge and skills to perform patient and scene assessment in various emergency situations.

- The knowledge and skills in general pharmacology, respiratory emergencies, cardiovascular emergencies, diabetes and altered mental status, allergies, poisoning/overdose, environmental emergencies, behavioral emergencies, and obstetrics/gynecology, as related to the duties and responsibilities of the EMT-Basic.
- The knowledge and skills in treating traumas as related to the duties and responsibilities of the EMT-Basic.
- The knowledge and skills in treating infants and children as related to the duties and responsibilities of the EMT-Basic.
- The knowledge and skills in ambulance operation as related to the duties and responsibilities of the EMT-Basic.

## WorkKeys Occupational Profile

AM	AT	L	LI	O	RI	T	W
3	4	4	4	5	5	4	4

## Certification

Successful graduates may be eligible to sit for the National Registry EMT-Basic examination.

EMT-B refresher and reciprocity training are also available.

## Infection Control and Bloodborne Pathogens for Body Piercing and Tattooing (Online)

(12 hours online plus 4 hours of lab and up to 8 hours FA/CPR)

Gain knowledge of legal issues surrounding tattooing and piercing, common diseases and disease transmission, techniques to protect workers from disease transmission, and how to handle employee and customer exposure. This online course is DHEC approved for the requirement of bloodborne pathogens, CPR, and First Aid, and includes lab time at ATC.

Prerequisite(s)..... None

## IV Therapy

(6 hours)

Learn the basic information related to IV set-ups and equipment. Lab skills include hands-on practice with manikin arms. The clinical requirement is four successful patient IV starts documented by the employer.

Prerequisite(s)..... Licensed nurse, medical assistant, or other allied health personnel and/or students

This continuing education nursing activity was approved by the South Carolina Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

## Course Goals

This course is designed to provide students:

- The knowledge and skills to identify IV equipment.
- The knowledge and skills for the proper set-up of IV's.
- The knowledge and skills to perform basic insertions.

## Certification

A certificate will be awarded upon successful completion of the course to include all lab skills and receipt of clinical documentation.

## Spanish for Healthcare Providers

(8 hours)

Care for Spanish-speaking patients in medical offices and hospitals. Textbook included in tuition.

This continuing education nursing activity was approved by the South Carolina Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.



# Health Care Occupations

## Ophthalmic Assistant

(160 hours)

Gain basic knowledge of ophthalmology and prepare to work in an ophthalmic practice. The course covers medical terminology, basic ophthalmic pharmacology, general ocular anatomy, diseases of the eye, aseptic technique, minor office surgery, principles of tonometry, and visual fields. Clinical rotation and basic computer skills are included. Course includes 40 hours of required off-campus clinical training.

Prerequisite(s)... High school diploma or GED

### Course Goals

This course is designed to provide students:

- The knowledge and skills in the basics of ophthalmology.
- The knowledge and skills in taking patient history, checking color and stereo vision, and intraocular pressure.
- The knowledge and skills in basic computer skills as related to the ophthalmology field.
- Opportunities to gain clinical experience in an ophthalmology practice.

### WorkKeys Occupational Profile

Not Available

### Certification

Successful graduates may be eligible to sit for the Certified Ophthalmic Assistant examination offered by the Joint Commission on Allied Health Personnel in Ophthalmology.

## Massage Therapy and Bodywork

(606 hours)

Prepare to become a professional massage therapist with the course required for licensure in South Carolina. Cover massage therapy modalities such as Swedish, sports, and geriatrics. Course includes 50 hours of required on-campus clinical hours. An additional 25

hours of community service events are also required for this course.

Prerequisite(s)... High school diploma or GED, application, and interview

### Course Goals

This course is designed to provide students:

- The knowledge and skills in human anatomy and physiology as related to massage therapy and bodywork.
- The knowledge and skills in clinical pathology and recognition of various health conditions as related to massage therapy and bodywork.
- The knowledge and skills in massage therapy and bodywork, assessment, and practice as related to assessment of client needs.
- The knowledge and skills in additional techniques and methods such as relaxation, yoga, and meditation as related to massage therapy and bodywork.
- The knowledge and skills in business practices and professionalism as related to massage therapy and bodywork.
- Opportunities to gain clinical experience commensurate with certifying requirements.

### WorkKeys Occupational Profile

Massage Therapist

AM	AT	L	LI	O	RI	T	W
3	-	3	4	4	5	-	-

### Certification

Successful graduates may be eligible to sit for the certification exam offered by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).

Professional Continuing Education for Massage Therapists is available. See the current schedule for topics, dates and times.

# Health Care Occupations

## Medical Billing and Coding

This program prepares students for entry-level positions in medical billing and/or medical coding. The program includes the following courses:

- Medical Terminology
- Medical Coding I: ICD-9-CM
- Medical Coding II: CPT
- Medical Billing I
- Medical Billing II
- Medical Billing III

A Professional Skills Certificate will be awarded upon successful completion of all six courses.

### Program Goals

This program is designed to provide students:

- The knowledge of the basic language of medicine and understanding how complex medical terms are formed.
- The knowledge of the latest regulations of the Center for Medicare and Medicaid Services (CMS) and phrases to obtain reimbursement for a medical office.
- The knowledge of basic medical billing practices used in doctor's offices and health care facilities, and the essential components of medical billing and claims submission to obtain reimbursement for facility and professional services.
- The knowledge and techniques of medical billing using the computer, and the requirements and practices of electronic billing.

### WorkKeys Occupational Profile

Medical Record Clerk

AM	AT	L	LI	O	RI	T	W
3	3	4	5	4	6	4	4

### WorkKeys Occupational Profile

Medical Billing Clerk

Not Available

### Certification

Successful graduates may be eligible to sit for certification exams offered by the American Association of Procedural Coders (AAPC) or American Health Information Management Association (AHIMA) (apprentice level).

### Medical Terminology

(45 hours)

Develop a basic knowledge of the language of medicine and understand how complex medical terms are formed.

Prerequisite(s)... High school diploma or GED

### Medical Coding I: ICD-9-CM

(54 hours)

Learn the latest regulations of the CMS and the diagnostic codes used to obtain reimbursement for a medical office.

Prerequisite(s)..... Medical Terminology

### Medical Coding II: CPT

(42 hours)

Learn the basic concepts of CPT and HCPCS.

Prerequisite(s)..... Medical Coding I

### Medical Billing I

(42 hours)

Learn basic medical billing practices used in doctors' offices and healthcare facilities. Students learn the essential components of medical billing and claims submission to obtain reimbursement for facility and professional services.

Prerequisite(s)..... Medical Coding I and II

### Medical Billing II

(24 hours)

Students learn the requirements and practices of electronic billing as well as gaining knowledge of coding reimbursement issues and professional development in the coding and billing fields.

Prerequisite(s)..... Medical Billing I and previous computer experience

# Health Care Occupations

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## Medical Billing III

(24 hours)

Learn CompuSystems Medical Practice Management software, used in the majority of local physicians' offices.

Prerequisite(s)..... Medical Billing I and previous computer experience

## Medical Coding Specialist Online Program

(in partnership with Trident Technical College)

This online program prepares students for entry-level positions in medical coding. This curriculum is approved by the American Health Information Management Association. Courses should be taken in the order listed below.

Prerequisite(s).... High school diploma or GED

## Introduction to Continuing Education Online Learning

(10 hours)

This course is an introduction to the software applications necessary to participate in Continuing Education online healthcare programs. Other applications reviewed are Microsoft Outlook and searching the net. This course is a prerequisite to all Trident Technical College online courses.

### TERM I

#### Medical Terminology

(24 hours)

Master the medical vocabulary and terms used in allied health, nursing, and medical careers. This course covers word parts, root words, general application, abbreviations, medical terminology and body systems.

## Fundamentals of Anatomy and Physiology

(45 hours)

Learn basic anatomy, physiology, and an introduction to human body systems and their functions.

## Pharmacology

(36 hours)

Learn an overview of the diagnosis and treatment of disease using the numerous types of medical drugs on the market today.

Prerequisite(s): Fundamentals of Anatomy and Physiology

## Human Diseases

(40 hours)

Learn important concepts about the most common diseases and disorders of the human body through case-specific studies.

Prerequisite(s)..... Medical Terminology and Fundamentals of Anatomy and Physiology

### TERM II

#### Understanding Health Insurance

(80 hours)

Learn the organization, financing, and delivery of health care services, including medical records management and medical reimbursement.

## Health Care Data Content and Structure

(32 hours)

Learn the generic components of medical record content, the structure of healthcare data, and how it relates to record systems.

## **TERM II**

### **ICD-9-CM Coding Part I**

(32 hours)

Learn the history, uses, and format of the diagnostic coding system used by physician's offices to track diseases. This course includes practice to assign basic coding scenarios.

Prerequisites..... Term I courses

### **ICD-9-CM Coding Part II**

(32 hours)

This course is a follow-up to the ICD-9-CM Coding Part I course and covers more complex coding situations and scenarios.

Prerequisites: Term I courses and ICD-9-CM Coding Part I

## **TERM III**

### **CPT-4 Coding Part I**

(32 hours)

Learn the history, application, and format of the uniform language to accurately describe medical, surgical, and diagnostic services as set forth by the American Medical Association.

Prerequisite: Term I and II courses

### **CPT-4 Coding Part II**

(32 hours)

Learn higher level, more complex examples, case studies, records, and scenarios of CPT-4 coding. Emphasis is placed on practice to assign valid procedural codes.

Prerequisites..... Term I and II courses and CPT-4 Part I

### **Computer Essentials for Healthcare Workers**

(30 hours)

Learn basic computer knowledge and how technology influences health care. Note: Students may substitute a basic computer course.

### **Medical Coding Internship**

(80 hours)

This internship is for students who have completed all courses in the Coding Specialist curriculum.

### **Certified Coding Associate (CCA)**

#### **Review CAMP Online**

(in partnership with Trident Technical College)  
(6 hours)

If you have just completed a coding program or have at least 6 months of coding experience, the CCA Review CAMP is for you. Prepare for the national exam offered by AHIMA.

### **Certified Coding Specialist (CCS)**

#### **Review CAMP Online**

(in partnership with Trident Technical College)  
(21 hours)

Explore the use of coding to prepare for the AHIMA mastery level facility coding certification exam, the CCS.

## **Dental Office Receptionist Online Program**

(in partnership with Trident Technical College)

This online program prepares students for positions as dental receptionists. All online dental receptionist courses require textbooks. All courses must be completed to receive a certificate.

### **Introduction to Continuing Education Online Learning**

(10 hours)

This course is an introduction to the software applications necessary to participate in Continuing Education online healthcare programs. Other applications reviewed are Microsoft Outlook and searching the net. This course is a prerequisite to all Trident Technical College online courses.

# Health Care Occupations

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## Dental Terminology

(21 hours)

Master the dental vocabulary and terms used in dental office careers.

## Dental Billing

(21 hours)

Learn reimbursement for dental services including ADA codes, dental terminology, the claims process, dental coding and dental documentation.

## Dental Office Management

(21 hours)

Learn the business of dentistry, clinical records management, communication, and administrative duties.

## Blood Borne Pathogens

(2 hours)

Learn about transmission, exposure incidents, preventing exposure, signs and symptoms of HBV, HCV, HIV, OSHA and potentially infectious material.

## HIPAA for Physician Offices

(2 hours)

Learn the key concepts and terms included in the new HIPAA Privacy Rule and discuss best practices for maintaining patient confidentiality.

## Additional Online

### Medical Transcription Online Program

(Gatlin Education) (240 hours)

According to the 2002-2003 Occupational Outlook Handbook, Medical Transcription is among the ten fastest growing occupations in the U.S. Learn a working knowledge of medical terminology as well as proficiency in the transcription of medical reports. Transcriber and all materials included.

Prerequisite(s)..... High school diploma or GED, proficiency in keyboarding, and basic word processing knowledge

### Certified National Pharmaceutical Representative

(Gatlin Education)

(120 hours)

This online training program was developed in response to the rising need for entry-level pharmaceutical sales representatives who want to gain entry into the pharmaceutical industry but are lacking the required pharmacology and medical education.

Prerequisite(s)..... Grammar and basic word processing knowledge

## Multi-Skilled Healthcare Technician

This program produces a multi-skilled healthcare technician who is cross-trained to perform basic skills in several different medical disciplines. The program includes the following courses:

- CPR for Healthcare Providers
- Certified Nursing Assistant
- Hospital Unit Clerk
- Phlebotomy Technician
- ECG Technician
- Respiratory Skills for the MSHT
- Advanced Nursing Skills and Hospital Clinical

# Health Care Occupations

A Professional Skills Certificate will be awarded upon successful completion of all seven courses.

Recommended Electives:

- Medical Terminology
- Physical/Occupational Therapy Basic

## Program Goals

This program is designed to provide students:

- The knowledge and skills to apply generic healthcare knowledge to perform basic and advanced patient care skills.
- The knowledge and communication, interpersonal, and team building skills to effectively communicate resident/patient information.
- The knowledge and skills to define and use pertinent medical terminology.
- The knowledge and skills to function in a multi-tasking healthcare environment.
- The knowledge and skills to perform basic patient care tasks.
- The knowledge and skills in blood drawing, skin puncture, and specimen collection.
- The knowledge, clerical skills, computer skills, interpersonal skills, customer service, and professional considerations as they are related to health care environment.
- The knowledge and skills in the basics of respiratory care in order to assist with common diagnostic tests and treatment.
- Opportunities to gain clinical experience in a hospital.

## WorkKeys Occupational Profile

Not Available

## Certification

Successful graduates may be eligible to sit for a certification exam offered by the American Society of Phlebotomy Technicians (ASPT).

## CPR for Health Care Providers (AHA)

(8 hours)

Learn adult, child, and infant one- and two-person CPR. This course is required for all healthcare workers, Allied Health/nursing students, and others who work in professional healthcare settings.

Prerequisite(s)..... None

## Certified Nursing Assistant (CNA)

(120 hours)

Learn basic patient care skills to function as a nurse's aide in a healthcare setting. South Carolina DHHS approved curriculum. Includes 40 hours of clinical training in a local long-term care facility.

## Course Goals

This course is designed to provide students:

- The knowledge and skills in communication and interpersonal skills to effectively communicate resident/ patient information to residents/patients, family, and other team members.
- The knowledge and skills in infection control.
- The knowledge and skills in safety and emergency procedures as they are related to prevention of accidents, obstructed airways, facility policies, and emergency response as related to long-term care facilities.
- The knowledge and skills in promoting residents' independence and respecting residents' rights as related to long-term care facilities.
- The knowledge and skills to perform in a long-term care setting, ethical and legal behaviors, good health and hygiene practices, and reporting changes in the residents' condition as related to long-term care facilities.
- The knowledge and skills in basic nursing skills and proper technique for measuring and recording vital signs, collection of specimens, and medical terminology.
- The knowledge and skills in the care of cognitively impaired residents, recognizing the symptoms and behaviors of dementia

# Health Care Occupations

and Alzheimer’s disease, providing personal care and basic restorative services.

## WorkKeys Occupational Profile

AM	AT	L	LI	O	RI	T	W
3	3	4	4	4	4	4	3

### Certification

Successful graduates may be eligible to sit for the certification exam offered by the South Carolina Department of Health & Human Services (DHHS) and administered by the Nurse Aide Competency Evaluation System (NACES).

**Professional Continuing Education for CNAs** is available. See the current schedule for topics, dates and times.

### Hospital Unit Clerk

(100 hours)

Learn medical terminology, charting and transcriptions, family relations, and the knowledge needed to function in a hospital. Course includes 30 hours of required off-campus clinical training at area hospitals.

Prerequisite(s)..... High school diploma or GED

### Course Goals

This course is designed to provide students:

- The knowledge and skills in communication and interpersonal skills to use various communication devices effectively and professionally.
- The knowledge and skills to assemble patient charts with appropriate paperwork and materials.
- The knowledge and skills to use the computer as related to the hospital unit clerk.
- The knowledge and skills to function in a multitasking environment as related to the hospital unit clerk.
- Opportunities to gain clinical experience in a hospital.

## WorkKeys Occupational Profile

AM	AT	L	LI	O	RI	T	W
-	-	5	5	5	5	4	-

### Certification

Successful graduates may be eligible to sit for the certification exam offered by the National Association of Health Unit Coordinators (NAHUC).

### Phlebotomy Technician

(146 hours)

Learn to collect blood for laboratory analysis. Course includes 80 hours of required off-campus clinical training.

Prerequisite(s): High school diploma or GED

### Course Goals

This course is designed to provide students:

- The knowledge and skills in blood drawing, skin puncture, and specimen collection.
- The knowledge and skills in clerical skills, interpersonal skills, customer service, computer systems, and professional considerations as they are related to a medical laboratory.
- Opportunities to gain clinical experience commensurate with certifying requirements in a medical laboratory.

## Work Keys Occupational Profile

AM	AT	L	LI	O	RI	T	W
3	3	3	4	5	4	4	3

### Certification

Successful graduates may be eligible to sit for the certification exam offered by the American Society of Phlebotomy Technicians (ASPT), National HealthCareer Association (NHA) or others.



# Health Care Occupations

## Electrocardiograph Technician (ECG)

(100 hours)

Learn to become an ECG technician in a hospital or doctor's office. Topics include anatomy of the heart, medical terminology, ECG procedures, normal and abnormal heart rhythms, and electrodes. Course includes 40 hours of required off-campus clinical training. Prerequisite(s)..... High school diploma or GED and CPR and CNA.

### Course Goals

This course is designed to provide students:

- The knowledge and skills in human anatomy and physiology as related to the ECG technician.
- The knowledge and skills to develop a basic understanding of non-invasive cardiology.
- The knowledge, skills, and techniques for performing an electrocardiogram.
- The knowledge and skills to identify lethal arrhythmias, artifact, and interference and demonstrate proper lead placement.
- Clinical experience commensurate with certifying requirements in a hospital.

### WorkKeys Occupational Profile

AM	AT	L	LI	O	RI	T	W
3	4	3	5	4	5	4	3

### Certification

Successful graduates may be eligible to sit for the ECG certification exam offered by American Society of Phlebotomy Technicians (ASPT), National HealthCareer Association (NHA) or others.

## Respiratory Skills for the MSHT Program

(30 hours)

Learn the basics of respiratory care to assist with common diagnostic tests and treatment. Prerequisite(s)..... CNA training and high school diploma or GED

### Course Goals

This course is designed to provide students:

- The knowledge and skills in the basics of respiratory care in order to assist with common diagnostic tests and treatment.
- The knowledge and skills in acquiring patient vital signs and appropriate use of respiratory equipment in the clinical setting.

### WorkKeys Occupational Profile

Not Available

### Certification

None Available

## Advanced Nursing Skills and Hospital Clinical

(95 hours)

Learn the advanced nursing skills required to function as a Multi-Skilled Healthcare Technician in a hospital setting. This course includes 60 hours of required clinical practice. Prerequisite(s)..... CNA, CPR, ECG, Phlebotomy, and Respiratory Skills

### Course Goals

This course is designed to provide students:

- The knowledge and skills to administer urinary catheter care, non-medicated enemas, and ostomy care.
- The knowledge and skills to assist with surgical preparations.
- The knowledge and skills to assist with wound care and dressing changes.
- The knowledge and skills to assist with post-mortem care to maintain a sterile field.

### WorkKeys Occupational Profile

Not Available

### Certification

None Available

# Health Care Occupations

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## Perioperative Nursing Program

You're already part of one of the most rewarding careers you know. Now you want to specialize in the surgical environment, increasing your skills in operating room procedures. ATC is a licensed provider of the AORN Perioperative Nursing course. AORN is accredited as a provider of nursing continuing education by the American Nurses Credentialing Center's Commission on Accreditation. (81 hours)

Topics include:

- Surgical Environment
- Perioperative Assessment
- Aseptic Technique
- Sterilization and Disinfection
- Scrubbing and Circulating
- Anesthesia
- Medications and Solutions
- Wound Healing/Hemostasis
- Positioning the Surgical Patient
- Needles and Sutures
- Surgical Instruments
- Specimens

## RN/LPN Refresher Program

(in partnership with Greenville Technical College)

Refresher training is designed to update nursing knowledge and skills. These courses consist of 120 online hours each, with labs at Aiken Technical College and clinical hours arranged with a local healthcare facility.

### Program Goals

This course is designed to provide students:

- The knowledge and skills in patient assessment, documentation, use and monitoring of medical equipment, and medication administration.
- The knowledge and skills to manage clients in an acute care setting as related to the duties of the RN or LPN.

## RN Refresher Course

(268 hours)

This course is designed for RNs who want to activate their license to practice in the state of South Carolina. This course offers theory, laboratory, and clinical experience designed to assist RNs in applying the nursing process and other essential skills to the care of clients experiencing common health alterations. Lab emphasis is placed on practicing and updating new and familiar skills. Clinical emphasis is placed on the management of clients in an acute care setting such as a hospital. Students are required to complete all course components to reinstate their license with the state board of nursing. Includes 8 hands-on lab days and 84 clinical hours.

## LPN Refresher Course

(240 hours)

This course is designed for LPNs who want to activate their license to practice in the state of South Carolina. This course offers theory, laboratory, and clinical experience designed to assist LPNs in applying the nursing process and other essential skills to the care of clients experiencing common health alterations. Lab emphasis is placed on practicing and updating new and familiar skills. Clinical emphasis is placed on the management of clients in an acute care setting such as a hospital. Students are required to complete all course components to reinstate their license with the state board of nursing. Includes 7 hands-on lab days and 84 clinical hours.

## RN Update Course

(184 hours)

This course is designed for nurses with active licenses who want to update their skills and nursing knowledge. Includes 8 hands-on lab days and 120 hours of interactive video and CD ROMs to enhance learning.

Prerequisite(s)..... Active RN license

# Health Care Occupations

## LPN Update Course

(156 hours)

This course is designed for nurses with active licenses who want to update their skills and nursing knowledge. Includes 7 hands-on lab days and 100 hours of interactive video and CD ROMs to enhance learning)

Prerequisite(s)..... Active LPN license

## Skills Training for Nurses

(64 hours)

This course focuses on nurses wishing to update clinical knowledge and skills. Lab experience is designed to assist the nurse in applying the nursing process and other essential skills to the care of clients experiencing common health alterations. Emphasis is placed on practicing and updating new and familiar skills in a non-threatening environment. Includes 8 hands-on lab days.

## WorkKeys Occupational Profile

Not Available

## Certification

Successful graduates will be able to apply to the SC Board of Nursing Licensure.

## Veterinary

### Veterinary Assistant

(102 hours)

Learn animal healthcare procedures with both lecture and clinical applications in this award winning course. Designed for students considering a career in animal health care. Course includes 30 hours of required off-campus clinical training.

Prerequisite(s)... High school diploma or GED

## Course Goals

This course is designed to provide students:

- The knowledge and skills in animal healthcare procedures used in a veterinary clinic.

- The knowledge and skills in clerical and interpersonal skills, customer service, and professional considerations as they are related to a veterinary clinic.
- Opportunities to gain clinical experience in a veterinary clinic.

## WorkKeys Occupational Profile

AM	AT	L	LI	O	RI	T	W
4	3	2	4	4	4	3	2

## Certification

None Available

## Childcare

### S.C. Childcare Training System

This program is designed for individuals and groups interested in starting a licensed child care center or in reviewing standards and improving an existing center. Sessions meet the specific requirements of DSS licensure programs administered by the Center for Childcare Career Development in Greenville, S.C. Training topics are registered with First Steps and/or delivered by certified trainers.

Courses are designed for childcare professionals providing care for infants and toddlers, pre-schoolers, school-age children, and children with special needs. Courses provide current topics for caregivers working in large or small centers as well as those in family/group home settings.

Prerequisite(s)..... None

## Course Goals

These courses are designed to provide students training in the following required topic areas:

- Curriculum
- Child Growth and Development
- Guidance
- Health, Safety, and Nutrition
- Professional Development
- Special Needs
- Bloodborne Pathogens

# Professional Skills Credentials

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In addition, courses are offered in Program Administration for Center Directors, Owners, and Administrators.

## No Place Like Home

(30 hours)

This course is designed specifically for family and group home providers and is offered in partnership with Childcare Resource and Referral, Aiken County First Steps.

## Construction Home Inspection

(40 hours)

This home inspection pre-licensing course is approved by the South Carolina Residential Builders Commission. Successful completion of this course qualifies students to take the Home Inspection exam. This course meets the standards of practice and code of ethics of the American Society of Home Inspectors, Inc. (ASHI), and covers structural systems, exterior, roof systems, plumbing systems, electrical systems, heating and air conditioning systems, interior, insulation, and ventilation. A hands-on lab is available for some systems.

### Course Goals

This course is designed to provide students:

- The knowledge and skills to perform inspections of residential mechanical, structural, electrical, and plumbing systems.
- The opportunity to visually assess a variety of residential systems.

### WorkKeys Occupational Profile

Not Available

### Certification

Successful graduates may be eligible to sit for the exam offered by the South Carolina Residential Builders Commission.

## S.C. Residential Homebuilder

(16 hours)

Learn the knowledge required to become a licensed residential builder in South Carolina.

**General Contractor** training also available. See the current schedule of classes for availability.

Prerequisite(s)..... One year of work experience under a licensed builder

### Course Goals

This program is designed to provide students:

- A review for the South Carolina Residential Homebuilders Exam.
- A review of general math, estimations, surveying, and volume calculation.
- A review of international residential code, carpentry and building construction, and modern masonry.
- The South Carolina Construction Management Guide.

### WorkKeys Occupational Profile

Not Available

### Certification

Successful graduates may be eligible to sit for the certification exam offered by the South Carolina Residential Builders Commission.

## Officer Training

### Basic Constable Training

(80.5 hours)

This course provides the information and training required by the South Carolina Law Enforcement Division (SLED) and the South Carolina Criminal Justice Academy to become a state constable. Firearms training and topics such as handling prisoners, evidence, and legal issues are covered.

Prerequisite(s)..... Students must be approved by SLED as constable candidates prior to enrolling in the course

### Course Goals

This course is designed to provide students:

- The knowledge and skills to perform the duties of a constable in South Carolina.

# Professional Skills Credentials

- An understanding of legal issues that govern the actions of a South Carolina constable.
- The knowledge and skills to safely operate firearms within the duties of a South Carolina constable.

## Private Security Officer

(24 hours)

The South Carolina Technical College System is offering the Security Officer Certificate Program to prepare individuals for an entry-level security career. Areas of training include effective communications; report writing and documentation; public relations; bomb threats, searches, and device recognition; arrest procedures and handcuffing techniques; and workplace safety and violence prevention and counterterrorism. Prerequisite(s): Students must pass a background check

### Course Goals

This course is designed to provide students:

- The knowledge and skills to perform the duties of a private security officer in South Carolina.
- The knowledge of SLED regulations and legal issues that govern the actions of a private security officer.
- The knowledge and skills of patrol techniques, arrest procedures, retail security, fire protection, and crime scene preservation.

### WorkKeys Occupational Profile

Not Available

### Certification

Successful graduates of this program will be awarded a certificate as a Certified Officer (CO). The certificate entitles the graduate, who meets statutory registration requirements, to registration by SLED immediately upon hiring by a licensed private security company.

## Real Estate Pre- and Post-Licensing

(in partnership with Fortune Academy of Real Estate)

### Real Estate Pre-Licensing

(60 hours)

Prepare for the first year S.C. Real Estate License Examination. Course is approved by the South Carolina Real Estate Commission.

### Course Goals

This course is designed to provide students:

- The knowledge and skills to recognize and understand general and specific real estate terms and property rights.
- The knowledge and skills to differentiate between types of ownership and estates.
- The knowledge and skills to understand liens, titles, and deeds.
- The knowledge and skills to understand governmental controls and laws affecting real estate.
- The knowledge and skills to understand the pricing and financing of real estate.
- The knowledge and skills to understand and create contracts.

### WorkKeys Occupational Profile

Not Available

### Certification

Successful graduates may be eligible to sit for the examination offered by the South Carolina Real Estate Commission.

### Real Estate Post-Licensing

(30 hours)

Designed to give real estate agents state and federal law updates, as well as training in property management, finance, trust accounting, and ethics. The ethics portion of this course meets the National Association of Realtors requirements for ethics in real estate.

# Professional Skills Credentials

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## Course Goals

This course is designed to provide students:

- The knowledge and skills to minimize a real estate agent's risk of liability.
- The knowledge and skills to manage residential properties.
- The knowledge and skills to use principal financial instruments.
- The knowledge and skills to set up trust funds and accounts.
- A blueprint for ethical decision making.

## WorkKeys Occupational Profile

Not Available

## Certification

This course maintains the South Carolina licensure if completed within one year of becoming licensed.

## Real Estate Appraisal

(96 hours)

- Principles of Residential Appraisal
- L-2 Market Data Analysis
- L-3 Uniform Standards of Appraisal
- L-4 Residential Analysis for Small Income Property Appraisals

## WorkKeys Profile

Not Available

## Certification

Successful graduates may be eligible to sit for the examination offered by the South Carolina Real Estate Commission.

## Mandatory Continuing Education

Keep updated in real estate careers with the core and elective courses needed to maintain the S.C. Real Estate License. These courses are offered concurrently with the Post-Licensing course. See the current schedule of classes for topics.

## Defensive Driving

(8 hours)

Successful completion of this course will remove four points from your South Carolina driver's license due to driving violations (except DUI). This National Safety Council course may only be taken once every three years for point reduction, and may reduce insurance costs.

Prerequisite..... Licensed driver

## Driver Education and Road Experience

(14 hours)

Improve driving skills and prepare to take the South Carolina licensed driver test. The course includes eight classroom hours and six hours of driving with an instructor.

Prerequisite(s)..... A learner's permit

## Motorcycle Courses

(varied hours)

Learn the essential skills for riding a motorcycle. All instructors are certified by the Motorcycle Safety Foundation. Graduates of the program may qualify for lower insurance premiums. For more information call 1-888-457-4337 or visit the S.C. Rider web page at [www.scridered.org](http://www.scridered.org).

Prerequisite(s)..... A motorcycle learner's permit is required.

Note: Students must wear motorcycle protective gear (helmet, gloves, long sleeves, eye protection, long pants, and shoes that cover the ankles) in class.

- **Beginning Motorcycle**
- **Intermediate Motorcycle**
- **Experienced Motorcycle**

# Professional Skills Credentials

## Online Professional Skills Training

Anywhere, anytime learning designed to provide the workforce skills necessary to acquire professional caliber positions for many in-demand occupations. Gatlin Education Services in partnership with Aiken Technical College offers the following online certificate programs:

### Healthcare

Administrative Dental Assistant (240 hours)  
Advanced Coding for the Physician's Office (80 hours)  
Advanced hospital Coding and CCS Prep (80 hours)  
Certified National Pharmaceutical Representative (120 Hours)  
Coding, Reimbursement and Documentation for Physicians (12 Hours)  
HIPPA Compliance (12 Hours)  
Human Resources for Healthcare Professionals (80 Hours)  
ICD-10 Medical Coding: Preparation and Instruction for the Implementation (200 hours)  
Medical Transcription (240 Hours)  
Revenue Cycle Management for Healthcare Providers (12 Hours)  
Veterinary Assistant (240 Hours)

### Business

Bookkeeping the Easy Way (140 Hours)  
Certified Bookkeeper (80 Hours)  
Certified Financial Planner (600 Hours)  
Lean Mastery (60 Hours)  
Payroll Practice and Management (80 Hours)  
Project Management (40 Hours)  
Records Management (80 Hours)  
Six Sigma Black Belt (200 Hours)  
Six Sigma Green Belt (100 Hours)  
Travel Agent Training (120 Hours)

### Construction Technology

Home Inspection (200 Hours)  
HVAC Technician Certificate (320 Hours)

### Networking and CompTIA Certification Training

Cisco™ CCNA® Certification Training (80 Hours)

### Microsoft Certification Training

Microsoft Certified Database Administrator (MCDBA) (460 Hours)  
Microsoft Certified System Administrator 2003 (MCSA) (440 Hours)  
Microsoft Certified System Engineer 2003 (MCSE) (700 Hours)

### Internet, Design, & Technical

AutoCAD 2005 (120 Hours)  
Digital Arts Certificate (225 Hours)  
Graphic Design (80 Hours)  
Multimedia Design Certificate (225 Hours)  
Webmaster (150 Hours)  
Video Game Design and Development 3ds max (650 Hours)

### Video Game Design and Development

(500 Hours)  
Detailed outline and demos are available at [www.gatlineducation.com/aikentech](http://www.gatlineducation.com/aikentech)



# Computer Training

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## Computer Training

WBD computer courses are taught in an instructor-led, hands-on setting. Unless specified, these courses do not have a prerequisite.

WBD constantly strives to stay on the cutting edge of today's changing technologies. If you do not see the course you are looking for, please call us. Many courses are scheduled on a demand basis.

Computer training can be readily customized for businesses in the CSRA. Call 803-593-9954, ext. 1230 for a customized syllabus and quote or more information.

### Conquer Your Fears: PCs 101

Designed for first-time computer users, this introductory class teaches basic mouse and keyboarding skills, along with computer terminology.

#### Course Goals

- This course is designed to provide students:
- Familiarization with hardware and software fundamentals.
  - Practice using the Windows-interface.
  - An introduction to basic operations in word processing and electronic spreadsheets.
  - The knowledge and skills to navigate the Internet.

### First Steps in Photo Digital Editing

Learn to edit digital photographs and create images for print or screen using a user-friendly software package.

#### Course Goals

- This course is designed to provide students:
- The knowledge and skills to open and import images.
  - The knowledge and skills to correct red eye.
  - The knowledge and skills to print photos.

## Microsoft Office XP

These courses are designed to teach students Microsoft Office XP. Learn how to get the most out of Word, Excel, Access, and PowerPoint.

### Microsoft Word XP Level 1

This beginner level course is designed to teach students the fundamentals of Microsoft Word XP.

#### Course Goals

- This course is designed to provide students:
- The knowledge and skills to create and open documents.
  - The knowledge and skills to explore various file management options.
  - The knowledge and skills to work with formatting techniques - changing font size, style, and color.
  - The knowledge and skills to manipulate paragraphs by adding indents, tabs, tables, headers, and footers.
  - The knowledge and skills to enhance page appearance by adding borders, shading, and columns.
  - The knowledge and skills to add desktop publishing features such as graphics, clip art, and pictures.

### Microsoft Word XP Level 2

This intermediate level course is designed to teach students the more advanced features of Microsoft Word XP.

#### Course Goals

- This course is designed to provide students:
- The knowledge and skills to illustrate documents by adding, resizing, and positioning graphics.
  - The knowledge and skills to create text boxes, AutoShapes, WordArt, and charts.
  - The knowledge and skills to create, format, illustrate, preview, and save Web pages.
  - The knowledge and skills to merge Word documents.
  - The knowledge and skills to work with styles and templates.

## **Microsoft Excel XP Level 1**

This beginner level course is designed to teach students the fundamentals of Microsoft Excel XP.

### **Course Goals**

This course is designed to provide students:

- The knowledge and skills to create new worksheets.
- The knowledge and skills to use formulas and functions to create dynamic spreadsheets.
- The knowledge and skills to format worksheets and cells in worksheets.
- The knowledge and skills to create various chart types.
- The knowledge and skills to create and sort data in a list.

## **Microsoft Excel XP Level 2**

This intermediate level course is designed to teach students the more advanced features of Microsoft Excel XP.

### **Course Goals**

This course is designed to provide students:

- The knowledge and skills to manage workbooks and prepare for the web.
- The knowledge and skills to plan, record, run, and edit macros.
- The knowledge and skills to plan, create sort, and print lists.
- The knowledge and skills to enhance charts and worksheets by customizing data series, formatting chart axis, rotating charts/texts, and adding pictures to charts.

## **Microsoft Access XP Level 1**

This beginner level course is designed to teach students the fundamentals of Microsoft Access XP.

### **Course Goals**

This course is designed to provide students:

- The knowledge and skills to plan and create a database.

- The knowledge and skills to learn database environments and terminology.
- The knowledge and skills to create tables and set up relationships between tables.
- The knowledge and skills to manipulate table data using filters, sorts, and queries.
- The knowledge and skills to create forms and reports.

## **Microsoft Access XP Level 2**

This intermediate level course is designed to teach students the more advanced features of Microsoft Access XP.

### **Course Goals**

This course is designed to provide students:

- The knowledge and skills to create multiple table, parameter, make-table, append, and delete queries.
- The knowledge and skills to add combo boxes, option groups, command buttons, and ActiveX controls.
- The knowledge and skills to use export and web page features to share information electronically.
- The knowledge and skills to import and export XML data, publish and merge data with Word, and analyze data with Excel.

## **Microsoft PowerPoint XP Level 1**

This beginner level course is designed to teach students the fundamentals of Microsoft PowerPoint XP.

### **Course Goals**

This course is designed to provide students:

- The knowledge and skills to create presentations with slide layouts and design templates.
- The knowledge and skills to insert slides into existing presentations.
- The knowledge and skills to enhance presentations by adding graphics, charts, clip art, transitions, and animations.
- The knowledge and skills to create a variety of handouts.

# Computer Training

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## Microsoft PowerPoint XP Level 2

This intermediate level course is designed to teach students the more advanced features of Microsoft PowerPoint XP.

### Course Goals

This course is designed to provide students:

- The knowledge and skills to enhance charts to effectively communicate presentations.
- The knowledge and skills to embed and link objects created in other programs.
- The knowledge and skills to insert animated GIFs, sounds, and hyperlinks.
- The knowledge and skills to review presentations, rehearse slide timings, and publish/broadcast presentations.

Level 3/Advanced courses available upon request. Call (803) 593-9231, ext. 1589 for more information.

## Microsoft Office Specialist

Microsoft Office Specialist is a globally recognized standard for demonstrating desktop skill. Exams are available for identified core skills in Microsoft Word, Excel, Access, PowerPoint, and Outlook. Entry and advanced courses in Microsoft applications prepare students for Specialist, Expert, and Master certification tests.

### Specialist Certification:

Candidates must successfully complete any one Specialist exam.

- Word XP Core
- Excel XP Core
- PowerPoint XP Core
- Access XP Core
- Outlook XP Core

### Expert Certification:

Expert exams are offered for Word XP and Excel XP.

### Master Certification:

Candidates must successfully complete:

- Word XP Expert and Excel XP Expert
- PowerPoint XP Core and one elective exam:
- Access XP Core or Outlook XP Core

## Education To Go Online Courses

WBD has partnered with Education To Go™, a developer and provider of interactive online courses, to provide online non-credit certificate courses.

Students receive lessons and complete assignments through an online classroom; participate in discussions with other students; and ask questions of online instructors. Course prices generally range from \$60 - \$200, begin monthly, and run for six weeks.

Two lessons are released each week and students can take up to ten days to complete each lesson. Students do not have to be online at the time the lessons are released.

The topics listed below are arranged by subject area. Each bulleted topic has numerous courses available. Be sure to visit:

**[www.ed2go.com/aikentec](http://www.ed2go.com/aikentec)** for a complete listing of courses.

### Computer Technology

- The Internet
- Web Page Design
- Web Graphics and Multimedia
- Web Programming
- Basic Computer Literacy
- Computer Applications
- Computer Troubleshooting and Networking
- Computer Programming and Database Management
- Certification Prep
- Palm Pilot and Pocket PC
- Desktop Publishing and Imaging
- Design and New Media Certificate Programs

## **Business Administration**

- Accounting
- Business Administration and Management
- Business Planning and Entrepreneurial
- Sales and Marketing
- Grant Writing and Nonprofit Management

## **Personal Interest and Occupational Development**

- Entertainment Industry Careers
- Writing and Publishing
- Languages
- Math, Philosophy and Science
- Art, History, Psychology and Literature
- Personal and Career Development
- Law and Legal Careers
- Health Care, Nutrition, and Fitness
- CE for Health Care Professionals
- Courses for Teaching Professionals
- Personal Finance and Wealth Building
- Test Prep
- Family and Personal Enrichment
- Child Care and Parenting

# Test Center

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## ACT Test Center

Aiken Technical College is now a provider of American College Testing (ACT), Inc. testing and training in our new state-of-the-art facility in the 700/800 building.

### **The Test Center services include:**

- Skill-specific training and development
- Workplace skills assessments
- Continuing education for a broad array of disciplines
- Certification and licensure tests for trades and professions
- Distance learning

### **Currently Available**

- Academic Testing
- Automotive Service Excellence Exam (ASE)
- College Level Examination Program (CLEP)
- COMPASS
- Cosmetology
- Dante (DSST)
- Federal Aviation Administration (FAA)
- Federal Communications Commission (FCC)
- Microsoft Office Specialist
- National Center for Competency Training (NCCT)
- Nurses Entrance Test (NET)
- Refrigerant Recovery
- Transportation Security Act
- WorkKeys™

ATC is currently researching to find the most pertinent testing and training needed in the CSRA. To register for a test or request more information, please call: 803-593-9954, ext. 1772 or e-mail us at: [testcenter@atc.edu](mailto:testcenter@atc.edu).

# Leadership & Management

These programs are designed to meet the education, training, and retraining needs of frontline workers, supervisors, and managers. WBD offers training courses for business and industry to upgrade job skills and enhance professional development.

These programs and services are directed toward the skill requirements of business, industry, government, and community organizations, but may be open to the general public as well. For further information call 803-593-9954, ext. 1230.

WBD is an authorized provider of Achieve Global (formerly Zenger-Miller), American Management Association (AMA), Development Dimensions International (DDI), the WorkKeys system, and is a Licensed Official Registered Provider of Command Spanish programs.

## Basic Skills

### ABC's of Grant Writing

(8 hours)

### Business Etiquette Survival

(8 hours)

## Achieve Global

### Learning to Lead

(4 hours per module)

- Basic Principles for a Collaborative Workplace
- Managing Your Priorities
- Proactive Listening
- Expressing Yourself: Presenting Your Thoughts and Ideas
- Giving and Receiving Constructive Feedback
- Giving Recognition
- Handling Emotions Under Pressure

### The Service Difference

(4 hours per module)

- Reaching for Stellar Service
- Connecting with Customers
- Guiding Customer Conversations

- Healing a Customer Relationship
- Serving a World of Customers
- Meeting Unspoken Customer Needs
- Resolving Issues that Impact the Customer

## American Management Association

### How To Sharpen Business Writing Skills

(18 hours)

### Taking Control with Time Management

(18 hours)

### AMA Certificate in Supervision Course:

(18 hours each)

- First Line Supervision
- Making Teams Work
- Taking Control with Time Management
- Coaching for Top Performance
- Planning and Leading Productive Meetings
- Communication Skills for Managers

### First Line Supervision

(18 hours)

## Command Spanish

Spanish for Automobile Sales and Service

Spanish for Bank Tellers

Spanish for Child Care Facilities

Spanish for Construction Sites

Spanish for Industry, Manufacturing, and Warehousing

Spanish for Library Staff

Spanish for Nurseries, Landscaping, and Groundskeeping

Spanish for Office Personnel

Spanish for Requesting Personal Information and Data

Spanish for Retail Sales

Spanish for Dental Staff

Spanish for Nursing

Spanish for the Physician's Office

Spanish for Respiratory Therapy

Doing Business in Latin America

Supervising Spanish-Speaking Employees

Survival Spanish for Law Enforcement Officers

Survival Spanish for School Administrators, Teachers and Support Staff

# Leadership and Management

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## Development Dimensions International

### Leadership Development

- Interaction Management: Tactics
- Interaction Management: Strategies

### Leadership Development For Long Term Care Nurses

(32 hours. 4 hours per module)

### Workforce Development: Techniques for a High-Performance Workforce

- Personal Effectiveness
- Group Effectiveness
- Getting Business Results

### Service Plus

(4-6 hours)

### Service Plus Healthcare: Building Patient Loyalty

(4-6 hours)

## Society of Human Resource Management

### SHRM Learning System

(30 hours)

Prepare for the Professional in Human Resources (PHR) or the Senior Professional in Human Resources (SPHR) certification exams.

### SHRM Essentials of Human Resource Management Certificate Program

(15 hours)

This course provides a broad overview of the human resource function for entry level human resource professionals and those who interview and train employees.

## WorkKeys

For further information on the WorkKeys system, see General Information, page 157, or call 803-593-9954, ext. 1326.

### Key Train

Key Train web-based training can be taken from anywhere with an internet connection and at the ACT Test Center. The fee covers access to all nine skill areas for one year:

- Reading for Information
- Locating Information
- Applied Mathematics
- Applied Technology
- Teamwork
- Observation
- Listening
- Writing
- Business Writing

Customized training and tutoring are available.

## Blended Learning Online Maintenance and Operators Training

WBD offers web-delivered industrial skills training through Primedia Workplace Learning. This program is designed to teach maintenance technicians and operations personnel practical skills through web-based courses and hands-on performance evaluations. For more information call 803-593-9954, ext. 1326. Courses available include:

### Maintenance Technical Training

- Bearings
- Circuit Breakers
- Compressors
- Diagrams
- Electrical Maintenance
- Electric Motors
- Electrical Theory
- Electrical Wiring
- Forklifts
- Gears



- Hydraulics
- Lubrication
- Math
- Pipes & Valves
- Pumps
- Rigging
- Safety
- Seals
- Shaft Alignment
- Tools
- Vibration Analysis
- Water Treatment
- Welding

## **Chemical Operator Training**

- Air and Water Pollution Control
- Automatic Process Control
- Chemistry
- Compressors
- Distillation
- Electrical Systems
- Furnaces
- Heat Exchangers
- Instrumentation and Control - Measurement
- Minor Maintenance
- Piping and Auxiliaries
- Plant Boilers
- Plant Science (Parts 1 and 2)
- Power Plant Basics
- Power Plant Boilers
- Power Plant Protection Systems
- Process Sampling
- Pumps
- Reading Diagrams
- Refrigeration
- Statistical Process Control
- Steam Cycle and Turbines
- Trainers
- Troubleshooting
- Valves
- Water Treatment
- Wastewater Treatment

## **PLC Training**

- Architecture, Types and Networks
- I/O Communication

- Installing and Maintaining
- Numerics
- Ladder Logic and Symbology
- Introduction to Programming
- Programming Common Functions
- Program Entry, Testing and Modification
- HMIs and Troubleshooting
- Troubleshooting Hardware
- Troubleshooting Software and Networks

## **PRIMEed**

### **Instrumentation Control Systems**

#### **Process Control**

- Principles of Calibration
- Principles of Control
- Field Devices: Analytical
- Field Devices: Analog Configuration
- Field Devices: Digital Configuration with a DCS
- Field Devices: Configuring with a Laptop PC
- Principles
- Field Devices: Using Field Communicators
- Introduction to Distributed Control Systems
- Field Devices: Level and Flow
- Multiple Loop Control
- Pneumatic Controls
- Field Devices: Pressure, Temperature & Weight
- Smart Controllers
- Single Loop Control
- Troubleshooting DCS I/Os: Procedures
- Tuning Loops
- Troubleshooting DCS I/Os: Procedures
- Troubleshooting DCS I/Os: Practices
- Troubleshooting Loops

# Industrial and Technical

---

## Networks

- Networks: Introduction
- Setting Up and Troubleshooting
- Fiber Optic Systems

## PLC

- Architecture, Types and Networks
- Programming Common Functions
- Installing and Maintaining
- I/O Communication
- Introduction to Programming
- Ladder Logic and Symbology
- Human-Machine Interface and Troubleshooting
- HMIs and Troubleshooting
- Numerics
- Program Entry, Testing, and Modification
- Troubleshooting Software and Networks
- Troubleshooting Hardware

## Variable Speed Drives

- Controllers and troubleshooting
- Applications
- Programming Controllers
- Introduction to VSDs
- Systems and Integration
- System Troubleshooting

Includes:

- Pre & Post Tests
- Coursework
- No labs

## Courses Available On Demand

WBD offers several mechanical, electrical, and chemical courses. For more information call 803-593-9954, ext. 1326.

- Applied Technology
- Basic Electronics
- Basic Wiring
- Building Inspection
- Carpentry
- Chemical Laboratory Technician
- Contractors Certification
- Fire Alarm Systems
- Hydraulics
- Incipient Fire Fighting
- Industrial Electricity
- Industrial Maintenance
- Instrumentation/Controls
- National Electrical Code
- Pneumatics
- Precision Measurement
- Programmable Logic Controllers
- Schematics/Blueprints
- Vibration Analysis
- Welding Certifications

## Regulatory Training

WBD applies a total approach to an organization's environmental and safety needs through identification, evaluation, reduction, prevention, and control of hazards. Participants must adhere to a myriad of OSHA, EPA, and DOT regulations, many of which have initial employee and continuing training requirements. Call 803-593-9954, ext. 1326 for more information.

### **Bloodborne Pathogens 1910.1030**

BBP Standard  
(2 hours)

### **Confined Space Entry 1910.146**

Confined Space Entry  
(6 hours)

**Confined Space Rescue**  
(8 hours)

## **Construction Standards**

**1926 Standards**  
(10 or 30 hours)

## **Emergency Response and Incident Command**

**Emergency Response Technician Level**  
(24 hours)

**Emergency Response Technician Level Refresher**  
(8 hours)

**Emergency Response Operations Level**  
(8 hours)

## **Environmental Awareness**

(8 hours)

## **General Industry Standard**

**1910 Standards**  
(10 hours)

**1910 Standards**  
(30 hours)

**Hazardous Communication 1910.1200**  
Hazcom Standard  
(2 hours)

**MSDS Training**  
(2 hours)

## **Hazardous Materials**

**General Awareness Parts 100-185 and Refresher**  
(8 hours each)

**Hazmat Packaging and Shipping Part 173**  
(as needed)

**Hazmat Packaging and Shipping Refresher Part 173**  
(as needed)

**Hazmat CDL**  
(16 hours)

## **Hazardous Waste Parts 261-270**

**Hazardous Waste Awareness**  
(8 hours)

**Hazardous Waste Awareness Refresher**  
(8 hours)

## **Hazardous Waste Operations & Emergency Response (HAZWOPER)**

**HAZWOPER**  
(40 hours)

**HAZWOPER Supervisor**  
(8 hours)

**HAZWOPER Refresher**  
(8 hours)

**Emergency Response Awareness Level and Refresher**  
(8 hours each)

## **Incident Command**

(8 hours)

## **LEPC TTT**

(24 hours)

## **Lock Out Tag Out**

(2 hours)

## **Portable Fire Extinguishers 1910.157**

**Incipient Fire Fighting and Annual Refresher**  
(2 hours each)

## **Powered Industrial Trucks 1910.178**

**Forklift Safety**  
(16 hours)



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Your Personal Learning Team

# Faculty & Staff

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# Index

Finding What You Need

# Index: AA-Associate

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## A

AA/AS Transfer Degrees.....	62-65
Academic Affairs.....	38
Academic Calendar.....	6
Academic Dismissal.....	46
Academic Grievance Procedure (Student Handbook).....	209
<b>Academic Policies .....</b>	<b>37-47</b>
Academic Probation .....	45
Academic Success Center.....	54
Academic Success Center (Student Handbook).....	209
Academic Support Services.....	55-56
Academic Suspension .....	46
Academic Warning.....	45
Acceptable Mitigating Circumstances for Appealing Academic Suspension .....	47
Access for Students with Disabilities (Student Handbook) .....	216
Accounting (Course Descriptions).....	109-110
Accounting (Programs of Study).....	66
Accreditation.....	2
Achieve Global Courses.....	179
Admission Policies.....	12
Admission Policies and Procedures.....	12-23
Admission Procedures.....	12
<b>Admissions and Enrollment.....</b>	<b>11-36</b>
Admissions and Records Office Services.....	50
Advanced Placement and CLEP.....	38
Advanced Standing.....	38
Advisement .....	41
Advisors (Student Handbook).....	209
<b>Aiken Technical College.....</b>	<b>1-10</b>
Air Conditioning/Refrigeration (Course Descriptions).....	110
Air Conditioning/Refrigeration (Programs of Study).....	94
Alcohol and Drug Abuse (Programs of Study).....	134
Allied Health (Course Descriptions).....	110-111
Allied Health Admissions.....	14
American Management Association Courses.....	179
Appeals Process (Financial Aid).....	30
APPENDIX A.....	22-23
Application for Benefits (Veterans Assistance).....	34
Art (Course Descriptions).....	111
Associate in Arts.....	62
Associate in Business: Major in Office Systems Technology, Concentration in Administration.....	97
Associate in Business: Major in Office Systems Technology, Concentration in Medical.....	97
Associate in Business Technology: Major in Accounting.....	66
Associate in Business Technology: Major in Management.....	67
Associate in Business Technology: Major in Marketing.....	69
Associate in Computer Technology: Major in Computer Technology - Emphasis in Networking.....	72
Associate in Computer Technology: Major in Computer Technology - Emphasis in Programming.....	73
Associate in Computer Technology: Major in Computer Technology - Emphasis in Web Development.....	74
Associate in Engineering Technology: Major in Electronics Engineering Technology - Emphasis in Computer Electronics.....	77
Associate in Engineering Technology: Major in Electronics Engineering Technology - Emphasis in Electronics.....	78

# Index: Associate-Certificate

Associate in Health Science: Major in Nursing.....	80	Awards (Student Handbook).....	213
Associate in Health Science: Major in Radiologic Technology.....	82	<b>B</b>	
Associate in Industrial Technology: Major in Industrial Maintenance Technology.....	90	Basketball.....	54
Associate in Occupational Technology: Major in General Technology.....	91	Biology (Course Descriptions).....	113-114
Associate in Occupational Technology: Major in General Technology - Emphasis in Automotive Technology.....	91	Blended Learning/Oper. Train.....	180-181
Associate in Occupational Technology: Major in General Technology - Emphasis in Engineering Graphics Technology.....	93	Bookstore.....	56
Associate in Occupational Technology: Major in General Technology - Emphasis in Multimedia and Marketing.....	75	Bookstore (Student Handbook).....	209
Associate in Occupational Technology: Major in General Technology - Emphasis in Paralegal Studies.....	100	Bulletin Boards/Monitors (Student Handbook).....	209
Associate in Public Service: Major in Criminal Justice Technology.....	101	Business (Course Descriptions).....	114-115
Associate in Public Service: Major in Early Care and Education.....	102	Business (Programs of Study).....	66
Associate in Public Service: Major in Human Services.....	105	Business and Industry Courses (Workforce and Business Development).....	155-184
Associate in Science.....	63	<b>C</b>	
ATC Knights.....	54	Calculation of the Grade Point Average (Student Handbook).....	209
ATC Transcripts.....	50	Calendar, Academic.....	6
Attendance Policy (Student Handbook).....	209	Campus Maps.....	241-255
Attendance Policy (Workforce and Business Development).....	156	Campus Security and Student Right to Know.....	56
Attendance Requirements for Satisfactory Progress.....	41	Canvassing/Fund Raising on Campus (Student Handbook).....	217
Auditing Courses.....	41	Career and Placement Services.....	51
Automated Office (Programs of Study).....	97	Career Development Students.....	14
Automotive Technology (Course Descriptions).....	111-113	Career Information (Student Handbook).....	210
Automotive Technology (Programs of Study).....	91	Career Services.....	51
		Catalog Rights.....	2
		Certificate: Advanced Air Conditioning Refrigeration.....	94
		Certificate: Advanced Electronics.....	79
		Certificate: Advanced Multimedia.....	76
		Certificate: Advanced Pipe Welding and Inspection.....	96



# Index: Certificate-Clubs

---

Certificate: Alcohol and Drug Abuse.....	106	Certificate: Management Information Systems.....	68
Certificate: Automotive Drive Train.....	92	Certificate: Marketing Specialist.....	71
Certificate: Automotive Engine Performance and Repair.....	92	Certificate: Medical Assistant.....	86
Certificate: Automotive Heating and Air Conditioning.....	92	Certificate: Medical Coding.....	86
Certificate: Automotive Shop Management.....	93	Certificate: Paralegal.....	100
Certificate: Basic Air Conditioning/Refrigeration.....	94	Certificate: Pre-Allied Health.....	80
Certificate: Basic Business.....	68	Certificate: Pre-Dental Hygiene.....	84
Certificate: Basic Electronics.....	79	Certificate: Pre-Pharmacy Technician.....	87
Certificate: Basic Multimedia.....	76	Certificate: Pre-Physical Therapist Assistant.....	88
Certificate: Basic Welding Level I.....	95	Certificate: Small Business Management.....	69
Certificate: Brakes, Steering, and Suspension.....	93	Certificate: Social Services Assistant.....	106
Certificate: Business Administrative Support.....	68	Certificate: Structural and Pipe Welding....	96
Certificate: Childcare Management.....	104	Certificate: Web Page Design.....	75
Certificate: Computer Applications.....	76	Certified Nursing Assistant (CNA).....	165
Certificate: Computer Aided Design (CAD).....	94	Change of Majors/Program Changes (Financial Aid).....	30
Certificate: Computer Electronics.....	77	Change of Program (Student Handbook).....	210
Certificate: Computer Game Design.....	73	Changing Schedules.....	42
Certificate: Computer Networking.....	72	Chemical and Manufacturing Certifications (Workforce and Business Development).....	180
Certificate: Computerized Numerical Control.....	94	Chemistry (Course Descriptions).....	116
Certificate: Criminal Justice.....	102	Chief Transfer Officer.....	16
Certificate: Desktop Publishing.....	98	Childcare Training System, S.C. (Workforce and Business Development).....	169
Certificate: Early Childhood Development.....	104	Children on Campus (Student Handbook).....	210
Certificate: Electrical/Maintenance.....	90	Class Interruptions (Student Handbook)...	210
Certificate: E-Marketing.....	70	Class Rings (Student Handbook).....	210
Certificate: General Accounting.....	66	CLEP.....	38
Certificate: Gerontology.....	106	Closing of the College (Student Handbook).....	210
Certificate: Infant/Toddler.....	105	Clubs and Organizations (Student Handbook).....	210
Certificate: Internet Programming.....	74		
Certificate: Machine Tool.....	95		

# Index: College-Dress

College Skills (Course Descriptions).....	116	Course Substitutions (Student Handbook).....	212
Command Spanish.....	179	Courses Approved for Transfer.....	16
Completion Rate (Financial Aid).....	30	CPR Certification for Business and Industry.....	158
Computer Applications (Programs of Study).....	76	CPR for Health Care Providers.....	158
Computer Electronics (Programs of Study).....	77	Criminal Justice (Course Descriptions).....	120-121
Computer Introductory Courses (Workforce and Business Development).....	174	Criminal Justice (Programs of Study).....	101
Computer Technology (Course Descriptions).....	116-120		
Computer Technology (Programs of Study).....	72	<b>D</b>	
Computer Training Courses (Workforce and Business Development).....	174	Dean's List/Honors (Student Handbook)..	213
Computer Use.....	55	Defensive Driving.....	172
Computer Use (Student Handbook).....	211	Degree, Major, and Emphasis or Concentration.....	38
Confidentiality of Records.....	50	Dental Assisting (Course Descriptions).....	121-122
Constable Training, Basic.....	170	Dental Assisting/Pre-Dental Hygiene (Programs of Study).....	83-84
Construction Courses.....	170	Dental Office Receptionist Online.....	163
Consumer Information (Student Handbook).....	212	Desktop Publishing (Programs of Study)....	98
Continuing Education Fees (Tuition and Fees).....	26	Development Dimensions International (Workforce and Business Development).....	180
Continuing Education Programs.....	155-184	Developmental Course Work (Financial Aid).....	30
Continuing Education Units.....	157	Diploma in Automated Office.....	97
Cooperative Education Programs (Student Handbook).....	212	Diploma in Health Science: Major in Expanded Duty Dental Assisting.....	83
Cooperative Work Experience (Course Descriptions).....	121	Diploma in Health Science: Major in Surgical Technology.....	85
Copy Machines (Student Handbook).....	212	Diploma in Public Service, Major in Early Childhood Development.....	103
Core Educational Outcomes.....	38	Directory Information.....	52
Counseling Services.....	51	Distance Learning.....	56-57
<b>Course Descriptions.....</b>	<b>107-154</b>	Distance Learning Services (Student Handbook).....	230-233
Course Exemptions.....	42	Dress Code (Student Handbook).....	212
Course Exemptions (Student Handbook)..	212		
Course Lists.....	108-109		

# Index: Driver-Grade

---

Driver Education.....	172
Drug and Alcohol Policy (Student Handbook).....	212
Drug Free Campus Policy.....	57
<b>E</b>	
Early Alert.....	42
Early Care and Education (Programs of Study).....	102
Early Childhood Development (Course Descriptions).....	123-125
Early Childhood Development (Programs of Study).....	103-104
Economics (Course Descriptions).....	125-126
Education to Go Online Courses (Workforce and Business Development).....	176-177
Electrical/Maintenance (Programs of Study).....	90
Electrocardiograph Technician.....	167
Electronics Engineering Technology (Course Descriptions).....	127-128
Electronics (Programs of Study).....	78-79
Eligibility for Aid (Financial Aid).....	28
Emergency Medical Technician – Basic...	158
Employment (Financial Aid).....	33
Engineering Graphics Technology (Course Descriptions).....	129-130
Engineering Technology (Course Descriptions).....	128-129
Engineering Technology (Programs of Study).....	77-79
English (Course Descriptions).....	130-131
English Fluency Requirements.....	57
English Fluency Requirements (Student Handbook).....	213
Enrollment Certification.....	50
Executive Staff.....	186

## F

Faculty.....	186-189
Faculty and Staff.....	186-192
Family Education Rights and Privacy Act (FERPA).....	26
Federal Pell Grant.....	31
Federal Supplemental Educational Opportunity Grant (FSEOG).....	31
Federal Work Study Program (FWSP).....	33
Fees and Tuition.....	24-26
Fees (Student Handbook).....	213
Financial Aid.....	27-36
Financial Aid Application Priority Dates....	27
Financial Aid Standards of Progress.....	29
Fire Drills (Student Handbook).....	213
Food Services (Student Handbook).....	213
Fresh Start Policy.....	46
Fund Raising on Campus (Student Handbook).....	217
<b>G</b>	
General Educational Development Test (GED).....	57
General Information (Student Handbook).....	209-219
General Information (Student Life and Resources).....	58
General Information (Workforce and Business Development).....	156-157
General Studies Certificate.....	64
General Technology (Programs of Study)..	91
Geography (Course Descriptions).....	132
Gerontology Certificate.....	106
Grade Change.....	44
Grade Change/Correction (Student Handbook).....	213
Grade Point Average (GPA).....	42

# Index: Grade-Leadership

Grade Point Average, Calculation (Student Handbook).....	209
Grade Point Average, Financial Aid.....	30
Grades.....	42
Grading Procedures for Veterans (Financial Aid).....	35
Graduation (Academic Policies).....	44
Graduation (Student Services).....	50
Graduation Requirements.....	44
Grants (Financial Aid).....	31
Gregg-Graniteville Student Activities Center.....	53

## H

Health (Programs of Study).....	80-89
Health Care Occupations (Workforce and Business Development).....	158-169
Health Information (Course Descriptions).....	132-133
Health Science (Programs of Study).....	82
Health Services and First Aid.....	57
Health Services and First Aid (Student Handbook).....	213
History (Course Descriptions).....	133
History of Aiken Technical College.....	8-9
Honors/Dean's List (Student Handbook)..	213
Hospital Unit Clerk.....	166
How to Apply for Student Aid.....	26-36
Human Services (Course Descriptions).....	134-135
Human Services (Programs of Study).....	105
Humanities/Fine Arts Course List.....	108

## I

Identification Cards/ID's (Student Handbook).....	214
---	-----

Industrial and Technical Courses (Workforce and Business Development).....	181-183
Industrial Electricity/Electronics (Course Descriptions).....	126
Industrial Maintenance Technology (Course Descriptions).....	135-136
Industrial Maintenance (Programs of Study).....	90
Industrial/Occupational Technology (Programs of Study).....	90-96
Infant/Toddler (Programs of Study).....	105
Information Sciences Technology (Course Descriptions).....	136
In-State Tuition.....	25
Interdisciplinary Studies (Course Descriptions).....	135
Interdisciplinary Studies (Programs of Study).....	65
Institutional Credit by Exam.....	39
Institutional Employment (Financial Aid).....	33
Institutional Scholarships.....	32
International Students.....	14
Intramurals.....	53

## J

Job Placement.....	51
Journalism (Course Descriptions).....	136

## K

Knights.....	54
--------------	----

## L

Lady Knights.....	54
Leadership and Management Courses (Workforce and Business Development).....	179-180

# Index: Legal-Paralegal

---

Legal Assistant (Course Descriptions).....	137-138
Library Hours.....	54
Library and Learning Resources Center.....	54
Library and Learning Resources Center (Student Handbook).....	214
LIFE Scholarships.....	32
Loans (Financial Aid).....	34
Lost and Found (Student Handbook).....	214
LPN Refresher.....	168

## M

Machine Tool Technology (Course Descriptions).....	141-142
Management (Course Descriptions)....	140-141
Management (Programs of Study).....	67
Manufacturing and Chemical Certification Courses (Workforce and Business Development).....	181
Maps, Campus.....	241-255
Marketing (Course Descriptions).....	140
Marketing (Programs of Study).....	69
Massage Therapy and Bodywork.....	160
Mathematics (Course Descriptions)...	138-139
Maximum Time Frame (Financial Aid).....	29
Media.....	55
Medical Assistant (Programs of Study).....	86
Medical Assisting (Course Descriptions).....	139-140
Medical Billing and Coding (Workforce and Business Development).....	161
Medical Coding (Programs of Study).....	86
Medical Office (Programs of Study).....	98
Microsoft Office Specialist.....	176
Microsoft Office XP Courses (Workforce and Business Development).....	174
Military Training Credit.....	40

Mission (Aiken Technical College).....	10
Mission (Financial Aid Office).....	26
Mission (Workforce and Business Development).....	156
Motorcycle Courses.....	172
Multimedia (Programs of Study).....	75
Multi-Skilled Healthcare Technician.....	164
Music (Course Descriptions).....	142

## N

Name/Address Changes.....	50
Networking (Programs of Study).....	72
Non-acceptable Circumstances for Appealing Academic Suspension.....	47
Non-refundable Fees.....	24
Nursing (Course Description).....	143-144
Nursing (Programs of Study).....	80

## O

Office Systems Technology (Course Descriptions).....	144-145
Office Systems Technology (Programs of Study).....	97-99
Officer Training.....	170
One Stop Career Center (Student Handbook).....	214
One Stop Career Center.....	51
Online Courses (Student Handbook).....	231
Ophthalmic Assistant.....	160
Orientation.....	52
Out-of-State Tuition.....	25

## P

Paralegal (Course Descriptions).....	137
Paralegal (Programs of Study).....	100

# Index: Parking-Scholarships

Parking (Workforce and Business Development).....	156
Parking Regulations (Student Handbook).....	215
Personal Check Policy (Student Handbook).....	215
Pets (Student Handbook).....	216
Philosophy (Course Descriptions).....	145
Phlebotomy Technician.....	166
Physical Access to Buildings for Students with Disabilities (Student Handbook)...	216
Physical/Occupational Therapy Basic (Workforce and Business Development).....	165
Physical Therapist (Programs of Study)....	88
Physics (Course Descriptions).....	146
Pipe Welding and Inspection (Programs of Study).....	96
Placement Services.....	52
Placement Tests.....	13
Political Science (Course Descriptions)....	146
Pre-Pharmacy Technician (Programs of Study).....	87
Pre-Physical Therapist Assistant (Programs of Study).....	88
Principles of Financial Aid.....	27
Professional Skills Credentials.....	170-173
Program Admission Requirements.....	13
Program Awards.....	45
Program Listings.....	60-61
Programming (Programs of Study).....	73
Programs and Courses (Workforce and Business Development).....	157
<b>Programs of Study.....</b>	<b>59-106</b>
Psychology (Course Descriptions)....	146-147
Public Service (Programs of Study).....	100
Public Speaking (Course Descriptions)....	151

## R

Radiologic Technology (Course Descriptions).....	147-149
Radiologic Technology (Programs of Study).....	82
Reading (Course Descriptions).....	149
Readmission/Readmitted Students.....	15
Real Estate.....	171
Record Change (Student Handbook).....	216
Refund Policies (Workforce and Business Development).....	156
Refund Policy.....	24
Refunds Due to Academic Suspension.....	26
Registration and Advisement (Student Handbook).....	216
Registration and Enrollment (Workforce and Business Development).....	156
Registration for Classes.....	13
Registration Receipt Form (Student Handbook).....	216
Regulatory Training.....	182-183
Release of Student Information.....	50
Religion (Course Descriptions).....	150
Repeating Courses.....	45
Repeating Courses (Student Handbook)...	216
Resident Status.....	14
Return of Financial Aid.....	36
RN Refresher.....	168-169

## S

Safety and Security (Student Handbook)..	216
Satisfactory Academic Progress (Academic Policies).....	45
Satisfactory Academic Progress (Financial Aid).....	29
Scholarships (Financial Aid).....	32
Scholarships (Student Handbook).....	216

# Index: S.C. Tuition-Title IV

---

S.C. Tuition.....	25	Student Handbook.....	205-256
Senior Citizens.....	15	Student Insurance.....	57
Services for Distance Learning Students (Student Handbook).....	230-233	<b>Student Life and Resources.....</b>	<b>48-58</b>
Single Parent/Displaced Homemaker Funds.....	34	Student Organizations.....	54
Smoking Policy (Student Handbook).....	217	Student Parking.....	58
Social/Behavioral Sciences Course List...	108	Student Records (Student Handbook).....	217
Social Services (Programs of Study).....	106	Student Refund Policy.....	24
Society of Human Resource Management Courses.....	180	Student Refund Policy for Military Activation.....	26
Sociology (Course Descriptions).....	150	Student Services.....	48-58
Softball.....	54	Student Services (Student Handbook).....	217
Solicitation/Canvassing and Fund Raising on Campus (Student Handbook).....	217	Surgical Technology (Course Descriptions).....	151-152
South Carolina Lottery Tuition Assistance Program (SC-LTAP).....	31	Surgical Technology (Programs of Study)..	85
South Carolina Need-Based Grant.....	31	Surveying (Course Descriptions).....	115
Spanish (Course Descriptions).....	150-151	Survival Tips (Student Handbook)....	234-236
Special Admission Categories.....	14	Suspension/Expulsion for Disciplinary Reasons (Student Handbook).....	218
Special Student Services.....	53	Suspension (Financial Aid).....	30
Sports Fitness Technology (Course Descriptions).....	150		
<b>Staff</b> .....	189-192	<b>T</b>	
Standard for Awarding Credit by Examination (CLEP).....	39	Table of Contents (Catalog).....	3-5
Standards of Progress.....	45	Table of Contents (Student Handbook).....	206-207
State Legislative Incentive for Future Excellence (LIFE) Scholarship.....	32	Tech Prep Articulation.....	40
Statement of Good Practice (Financial Aid).....	26	Technical College Courses Transferable to Public Senior Institutions.....	22-23
Statewide Agreement on Transfer and Articulation.....	17	Technical Scholars.....	34
Structural and Pipe Welding (Programs of Study).....	96	Telephone Calls (Student Life and Resources).....	58
Student Activities.....	53	Telephone Directory.....	58
Student Code (Student Handbook)....	220-230	Telephones/Telephone Calls/Class Interruptions (Student Handbook).....	218
Student Conduct.....	57	Test Center (Academic Support Services)..	55
Student Government.....	53	Test Center (Workforce and Business Development).....	178
		Theatre (Course Descriptions).....	152
		Title IV Student Aid.....	25

# Index: Tobacco-Workforce

Tobacco Products.....	58
Transcripts, ATC.....	50
Transcripts (Student Handbook).....	218
Transfer Credit.....	15
Transfer Credit Limitation.....	16
Transfer Policies.....	16
Transfer Students.....	15
Transfer to Other Colleges.....	47
Transient Students.....	16
Transportation (Student Handbook).....	218
Transportation Courses (Workforce and Business Development).....	172
Tuition, Aiken County.....	25
Tuition, In-State.....	25
Tuition, Out-of-State.....	25
Tuition and Fees.....	24-26
Tuition and Fees (Workforce and Business Development).....	156
Tutoring Services.....	56
Tutoring Services (Student Handbook)....	218
Types of Financial Aid.....	30-34

## V

Varsity Athletics.....	54
Verification of Grades/GPA.....	50
Veterans Administration Benefits (Tuition and Fees).....	26
Veterans Affairs (Student Handbook).....	218
Veterans Assistance (Financial Aid).....	34
Veterinary Assistant.....	169
Vision, Mission, Values and Purpose.....	10
Visitors.....	58
Vocational Rehabilitation (Financial Aid)...	34

## W

WebAdvisor.....	219
Web Development (Programs of Study).....	74
Welcome to Aiken Technical College.....	7
Welding (Programs of Study).....	95-96
Welding (Course Descriptions).....	152-153
Where to Ask for Information (Student Handbook).....	208
Withdrawal and Add/Drop (Student Handbook).....	219
Withdrawal/Termination and its Effect on Satisfactory Progress.....	47
Withdrawals and Return of Title IV Funds (Financial Aid).....	36
Withdrawals (Financial Aid).....	29
WorkKeys.....	157
WorkKeys Key Train.....	180
<b>Workforce and Business Development.....</b>	<b>155-184</b>
Workforce Investment Act (WIA).....	34





# Student Handbook

Everything You Need to Know to Thrive  
@ ATC

# Table of Contents

---

**Where Can I Ask About? ..... 208**

**Part I: General Information..... 209-219**

Academic Grievance Procedure.....	209
Academic Behavioral Misconduct.....	209
Academic Success Center.....	209
Advisors.....	209
Attendance Policy.....	209
Awards.....	209
Bookstore.....	209
Bulletin Boards.....	209
Calculation of the Grade Point Average (GPA).....	209
Career Information.....	210
Change of Program.....	210
Children on Campus.....	210
Class Interruptions.....	210
Class Rings.....	210
Closing of the College.....	210
Clubs and Organizations.....	210
Complaints.....	211
Computer Use on Campus.....	211
Conduct.....	211
Consumer Information.....	212
Cooperative Education Programs.....	212
Copy Machines.....	212
Counseling.....	212
Course Exemptions.....	212
Course Substitutions.....	212
Dress Code.....	212
Drug and Alcohol Policy.....	212
Electronic Devices in Classrooms.....	212
English Fluency Requirements.....	213
Fees.....	213
Fire Drills.....	213
Food Services.....	213
Grade Change/Correction.....	213
Health Services and First Aid.....	213
Honors/Dean's List.....	213
Identification Cards (ID's).....	214

# Table of Contents

Library/Learning Resources Center.....	214
Lost and Found.....	214
One Stop Career Center.....	214
Parking Regulations.....	215
Personal Check Policy.....	215
Pets.....	216
Physical Access to Buildings for Students with Disabilities.....	216
Record Change.....	216
Registration and Advisement.....	216
Registration Receipt Form.....	216
Repeating Courses.....	216
Safety and Security.....	216
Scholarships.....	216
Smoking Policy.....	217
Solicitation/Canvassing and Fund Raising on Campus.....	217
Student Records.....	217
Student Responsibilities.....	217
Student Services.....	217
Suspension/Expulsion for Disciplinary Reasons.....	218
Student Suggestion Boxes.....	218
Telephones/Telephone Calls/Class Interruptions.....	218
Transcripts.....	218
Transportation.....	218
Tutoring Services.....	218
Veterans Affairs.....	218
Web Resources for Students.....	218
WebAdvisor.....	219
Withdrawal and Add/Drop.....	219

## **Part II: Student Code for the South Carolina Technical College System..220-229**

## **Part III: Distance Learning Services..... 230-233**

## **Part IV: Survival Tips..... 234-236**

## **Part V: Drug and Alcohol Policy..... 237-240**

## **Part VI: Campus Maps..... 241-255**

# Where Can I Ask About?

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<b>Questions About:</b>	<b>Contact</b>	<b>Room/Extension</b>
Admissions.....	Admissions & Records.....	Room 112/Ext. 1247
Advisement.....	Counseling Services.....	Room 107/Ext. 1298
Choosing Major Program or Career....	Counseling Services.....	Room 107/Ext. 1298
College Transfer.....	Counseling Services.....	Room 107/Ext. 1298
Complaints (against faculty/students)..	Vice President Student Services...	Room 107E/Ext. 1249
Computer Job and Career Education...	One Stop Career Center.....	Room 109/Ext. 1283
Continuing Education.....	Workforce & Business Development..	Room 714/Ext. 1230
Discrimination.....	Vice President Student Services...	Room 107E/Ext. 1249
Dropping Courses.....	Admissions & Records.....	Room 112/Ext. 1247
Emergencies.....	Security.....	Room 650/Ext. 1111
Financial Aid/Work Study/Scholarships..	Financial Aid.....	Room 107/Ext. 1248
Graduation.....	Admissions & Records.....	Room 112/Ext. 1247
ID Cards.....	Public Safety.....	Bldg. 650/Ext. 1568
International Students.....	Admissions & Records.....	Room 112/Ext. 1247
Job Placement.....	One Stop Career Center.....	Room 109/Ext. 1283
Orientation.....	Counseling Services.....	Room 107/Ext. 1298
Personal/Other Problems.....	Counseling Services.....	Room 107/Ext. 1298
Recruitment.....	Admissions & Records.....	Room 112/Ext. 1408
Single Parent Program.....	Counseling Services.....	Room 107/Ext. 1298
Special Student Services.....	Counseling Services.....	Room 107/Ext. 1298
Student Organizations and SGA.....	Student Activities.....	Room 920/Ext. 1604
Transcript of Grades.....	Admissions & Records.....	Room 112/Ext. 1247
Transfer Credits.....	Admissions & Records.....	Room 112/Ext. 1766
Veterans Affairs.....	Admissions & Records.....	Room 112/Ext. 1247
Withdrawal from College.....	Admissions & Records.....	Room 112/Ext. 1247
Workforce Investment Act.....	One Stop Career Center.....	Room 109/Ext. 1283

# Part I: General Information

## **Academic General Grievance Procedure**

See Part II: Student Code on pages 228-229. Flyers available in Counseling Services.

## **Academic Behavioral Misconduct**

See Part II: Student Code on pages 221-228. Flyers available in Counseling Services.

## **Academic Success Center**

The Academic Success Center assists students by providing research and study materials in such areas as academic upgrading, research, and writing skills. For more information, see page 54 of the catalog.

## **Advisors**

Degree-seeking new and continuing students are assigned academic advisors who assist with course selections and other academic issues throughout the students' time at ATC. A student may request a change of advisor through the appropriate Academic Vice President. Non-degree-seeking students (Career Development) must see a counselor for registration assistance. A list of advisors is available in the Admissions and Records Office.

## **Attendance Policy**

It is the policy of ATC to encourage and support student academic achievement and progress by adopting an 80 percent minimum attendance policy for all classes.

## **Awards**

An annual Awards Night Ceremony is held in the spring to recognize students who have distinguished themselves academically or by their contributions to the College. Deserving students receive certificates and/or plaques to commemorate their accomplishments. See also Honors/Dean's List on page 214.

## **Bookstore**

The college bookstore is located in the Gregg-Graniteville Student Activities Center. The bookstore carries all texts and materials required for the courses offered at ATC in addition to study materials, office items, and ATC logo items.

## **Bookstore Hours:**

Monday-Thursday..... 7:45 a.m.-6:15 p.m.  
Friday..... 7:45 a.m.-1:00 p.m.

## **Bulletin Boards**

Bulletin boards, located throughout the campus, post college-related information daily. Students must have the written permission of the Director of Student Life to post fliers, handbills, posters, or similar materials on walls, doors, windows, bulletin boards, or cars. Official College announcements will be on the bulletin board in the Ashley J. Little Administration Building atrium. It is the responsibility of each student to stay informed of College issues.

## **Calculating Your Grade Point Average (GPA)**

Calculating the GPA. The GPA (Grade Point Average) is used in determining a student's academic standing. Each course a student completes earns a credit and a quality point value. To determine the GPA based on the four-point system used by ATC, use the following steps.

1. Write down the courses taken and the grade achieved in each course.
2. Multiply the number of credit hours by the points for each grade earned to determine the quality points for each class. (A = 4, B=3, C=2, D=1, F=0)
3. Total the quality points.
4. Total the credit hours.
5. Divide the quality points by the number of credit hours.

# Part I: General Information

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Example:

Course	Credit Hours	Grade	=	Quality Points
PSY 201	3	C(2)	=	6
ENG 101	3	B(3)	=	9
BIO 101	4	A(4)	=	16
HIS 202	3	D(1)	=	3
ECO 210	3	F(0)	=	0
Total	16			

34 In this example, the student's GPA for the semester is 2.12 (34 divided by 16).

**Cumulative GPA.** The cumulative GPA represents the Grade Point Average for all the credit hours the student has pursued.

A student can calculate his or her cumulative GPA simply by totaling the number of courses and quality points earned in all semesters at ATC, then dividing the total quality points by the total number of credits pursued. (See calculation above.) For more information on grades, see pages 42-43 of the catalog.

## Career Information

Although counselors (Room 107) are available to assist students in career selection, the One-Stop Career Center (Room 109) provides computerized career and job searches. Visit either office for more information.

## Change of Program

A student who wishes to change programs must complete the appropriate Change of Program form available in the Admissions and Records Office.

## Children on Campus

Children may not accompany their parents/guardians to class or be left in any area of the campus unattended or in the care of an on-campus baby-sitter.

## Class Interruptions

See Telephones/Telephone Calls/Class Interruptions on page 218.

## Class Rings

A ring company representative visits the campus each year to accept ring orders. Flyers will be posted with the dates of the representative's visit. Students must pay a deposit on ring orders with the balance due on delivery.

## Closing of the College

If weather conditions or other emergencies require the closing of ATC, the College will issue appropriate announcements for both day and evening classes over local radio and television stations, as well as on the College's switchboard or answering machine.

## Clubs and Organizations

- ◆ Procedures for instituting an organization. The Director of Student Life will provide each prospective organization with the procedures for organization. Upon compliance, the organization must then receive a recommendation from the Director of Student Life and approval from the College administration. (See Part II: Student Code on pages 222-223.)
- ◆ Constitution. Each organization must have a constitution on file with the Director of Student Life which states its purpose, its rules of operation, and other pertinent principles. An organization must submit any revisions of its constitution to the Director of Student Life.
- ◆ Policies. The policies and objectives of campus organizations must be consistent with those of the College.
- ◆ Membership. Each organization must maintain a membership of registered students on file in the office of the Director of Student Life. No student may be excluded from membership in any organization because of age, gender, sexual preference, color, race, religion, or national origin.

# Part I: General Information

- ♦ **Advisor.** The organization must select from the faculty or staff of the College an individual who agrees to assume the capacity of an advisor.
- ♦ **Meetings and activities.** The organization must schedule all social/service functions and meetings through the Director of Student Life, who maintains a college-wide calendar of events.
- ♦ **Social standards.** The organization must adhere to all College policies and social standards.
- ♦ **Activity.** The organization must maintain an active program and fulfill its stated purposes.
- ♦ **Officers.** A candidate for an office in a student organization must maintain a minimum cumulative grade point average of 2.0. The advisor to the organization is responsible for reviewing and approving the eligibility of each candidate. If an officer's grade point average falls below 2.0 and/or the officer is placed on academic probation, he or she becomes ineligible to hold office. The advisor then specifies the procedures for selecting a replacement. These guidelines also apply to publication editors.

## Complaints

Students who have a complaint regarding the actions of a student or staff member are encouraged to meet with a counselor and follow the procedure to address the issue.

## Computer Use on Campus

The College operates computer labs for academic use by its students. The hours of operation vary.

Use of ATC computers for unauthorized activities will result in disciplinary action. Students must use only ATC software in the College's computer labs. Copies of personal software are not permitted. See the Department Chair of Computer Technology (located in the Dale Phelon Information Technology Center) for more information.

In accordance with ATC Policy 2-2-111, student computer work stations are reserved for the express purpose of providing access to computer programs or the Internet and are NOT to be used to store personal or course work information. Unless specific directions have been given by the instructor, a student's personal or class work files must be stored on portable media such as CD-ROM or diskettes. Unauthorized stored files, including those stored on a hard drive, may be deleted without prior notice. The College assumes no liability for loss of unauthorized stored files. For more information, see page 54 of the catalog.

## Conduct

Administrative withdrawal and dismissals from an academic program based on Student Code of Conduct violations are subject to the appeal process as outlined in the Student Code of Conduct (College Catalog).

Grades and clinical evaluations leading to an administrative withdrawal and/or dismissal from an academic program are not subject to an appeal. Students may request a review of their unsuccessful progress in a class by contacting the instructor and asking for such a review within five working days after the grade or evaluation was received. In addition, the student may ask the Department Chair and the Associate Vice President for Academic Affairs to review the assigned grade and/or clinical evaluation. However, the decision of the Associate Vice President for Academic Affairs regarding the appropriateness of the assigned grade and/or clinical evaluation is final.



# Part I: General Information

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## **Consumer Information**

Federal mandates require the release of certain consumer information to our students and the public including graduation (10%) and placement rates (90%), campus drug policies, and the frequency of crime on campus. This information is distributed in student literature and informational packets and by request. Any student who does not receive such information or who desires further information should direct a request for information to the Vice President of Student Services. Access to individual student records is limited by the Privacy Act of 1974. (See also Student Records on page 217.)

## **Cooperative Education Programs**

Aiken Technical College has a variety of different programs that allow students to gain work experience while continuing their education. One example is the Technical Scholars Initiative, which is open to students in certain technical programs. Students attend ATC full-time and work part-time, and the participating companies pay tuition and book costs. Program-specific work experience and internship opportunities are also available. Additionally, School-to-Work opportunities are available on a periodic basis. Interested students should contact the Director of Career Services at ext. 1293.

## **Copy Machines**

Copy machines are available for student use in the Library/Learning Resources Center, One Stop Career Center and the campus bookstore. There is a fee for using the copy machines.

## **Counseling**

Counseling Services are provided to students to assist them with their career, academics and personal questions. See Student Services on page 217 and/or Distance Learning Services on page 232.

## **Course Exemptions**

If a student feels he or she has sufficient knowledge in a subject area and wishes to bypass

a course, the student should consider taking a credit examination to exempt the course. A student may exempt a course by paying a \$30 fee and successfully passing a test administered by the appropriate department within the College. Any student who wishes to take an exemption test should obtain an Exemption Exam Request form from the Admissions and Records Office and contact the department head responsible for the class he or she is seeking to exempt. Students may also receive credit for courses at ATC by obtaining an acceptable score on College Level Examination Program (CLEP) and Dantest tests. Further information on the CLEP and Dantest tests are available from Counseling Services or page 39 of the catalog.

## **Course Substitutions**

A student who wishes to fulfill program requirements by receiving credit for course(s) other than those listed in the student's program curriculum must receive the written approval of the appropriate Academic Vice President using the Course Substitution form available in the Admissions and Records Office.

## **Dress Code**

Appropriate attire is left to the discretion of the individual. All students must wear shirts and have on shoes that cover the length of the bottom of the foot. Any student who wears any attire which causes a disruption of normal college functions may be asked to leave campus until he or she obtains appropriate attire.

## **Drug and Alcohol Policy**

ATC has zero tolerance for illegal drugs and alcohol on campus. As a state property, the College is under the jurisdiction of the Aiken County Sheriff's Office. The College will not hesitate to prosecute. See also Part V: Drug and Alcohol Policy on pages 237-240.

## **Electronic Devices in Classrooms**

Aiken Technical College recognizes the importance of providing the best learning environment for its students. To eliminate

# Part I: General Information

classroom disruptions and protect the integrity of classroom testing, electronic devices (such as cellular phones and pagers) are not permitted in classrooms at Aiken Technical College. If a student must carry these devices (due to work requirement or for personal/family considerations) they must be maintained in “silent” mode.

On-call emergency personnel who must maintain these devices in “active” mode in the interest of public safety must notify the instructor of their need for an exception to this procedure at the beginning of classes for the term. Faculty may request documentation from these students verifying employment.

Students may not leave a test, communicate with these devices and return to complete the test. Students who, by necessity, must take such messages will be required to make arrangements for re-testing.

## English Fluency Requirements

ATC maintains procedures to ensure that all permanent/adjunct faculty possess adequate proficiency in both written and spoken English. The College will respond appropriately to student concerns regarding an instructor’s English fluency. The student should address any concerns about English fluency requirements to a counselor in Counseling Services.

## Fees

Tuition and fee schedules are posted on the ATC website, flyers, bulletin boards throughout the campus and in ATC publications available in the Admissions and Records Office. The Cashier’s Office handles the payment of fees.

## Fire Drills

The College periodically conducts fire drills without advance notice. Fire alarm boxes are strategically located throughout campus. A fire alarm is a continuous long buzzer sound. When students hear the fire alarm, they should:

1. Calmly leave the building single file by the nearest exit.
2. Move to the right in the hallways.
3. Walk. Do not run or shove when exiting.
4. Do not return to the building until directed to do so by a College official.

## Food Services

Vending machines are available in the cafeteria, located in the Gregg-Graniteville Student Activities Center. Vending machines are also available in the 500, 700-800, 900 and 1800 Buildings.

## Grade Change/Correction

Any student who believes that an error has been made in the assignment of a grade should contact the faculty member involved as soon as he or she has checked his or her grades via WebAdvisor. Failure to act within 5 working days of the next semester disqualifies the student from further consideration of a grade change.

## Review of Student Grades (Appeals)

The assignment of grades should be based on information provided in the course syllabus. Therefore grades are given at the discretion of the faculty member and course grades are not subject to an appeal through the Vice President of Student Services. Students must seek a review of their assigned grade through the faculty member, department chair, dean, and Vice President of Academic Affairs.

## Health Services and First Aid

Because all ATC students commute, the College does not provide health services other than basic first aid. The College will, however, assist a student who becomes ill while attending ATC by securing transportation to his or her home, to a doctor, or to a hospital depending on the nature of the illness. (See also Safety and Security on page 216.)

## Honors/Dean’s List

A student who achieves a cumulative 4.00 grade point average qualifies to graduate “With Highest

# Part I: General Information

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Honors.” A student who achieves a cumulative 3.75-3.99 grade point average qualifies to graduate “With High Honors.” A student who achieves a cumulative 3.50-3.74 grade point average qualifies to graduate “With Honors.”

Both full- and part-time students who are in college credit degree, diploma or certificate programs and who meet specified criteria are eligible for the Dean’s List.

A student must meet the following criteria;

1. Complete a minimum of 9 semester hours for credit courses;
2. Achieve a minimum 3.50 grade point average.

A student who receives a final grade of “I,” “F,” or “W” in the semester is not eligible for the Dean’s List.

## Identification Cards (IDs)

The College issues or validates Student Identification Cards (IDs) each semester during registration at the Security Office (Building 650). Students must present proof of payment of fees to receive an ID. Students use their IDs to check out library materials and recreational equipment, to vote in student elections, to attend college activities cost-free or at reduced prices, to obtain parking decals and to obtain discounts at certain local businesses. Students must present their IDs at the request of faculty, staff, or security. There is a \$10 fee to replace a lost or stolen ID. The College does not sell or release ID pictures to any outside business or agency.

## Library and Learning Resources Center

The Learning Resources Center (LRC) in the Dale Phelon Information Technology Center includes the Library and the Media Department. To use library materials and to use the library at USC Aiken, a student’s ID must indicate that he or she is currently enrolled and have a library bar code. The student’s ID must be updated by the Library every semester. There

are several databases and Internet-connected computers available throughout the facility. The Library also maintains a copy machine which students may use for a small fee.

The Media Department maintains tapes and other materials to supplement in-class instruction. Students may use videotapes placed on reserve by instructors or other available tapes with the instructor’s written consent. Videos are for in-library use only. A viewing room is available to students on a reserve basis. The viewing room may also be reserved for small gatherings such as committee meetings.

## Library Hours:

Monday-Thursday..... 8 a.m. - 9 p.m.  
Friday..... 8 a.m. - 4 p.m.  
Saturday..... 8 a.m. - 12 p.m.  
The Library is closed Sundays and holidays, as well as Saturdays during the summer.

## Lost and Found

Students who have lost or found items should contact the Admissions and Records Office in the Ashley J. Little Administration Building. All items in the Lost and Found are held for one semester. After one semester, unclaimed items are disposed of in the most useful and efficient manner.

## One Stop Career Center

The One Stop Career Center is located in the Ashley J. Little Administration Building and provides several types of services. It provides core services such as job vacancy listings, job placement assistance and career counseling. The Center also provides intensive services such as workshops on job readiness, resume preparations, job leads, job applications, interviewing skills, and many more topics.

# Part I: General Information

## Parking Regulations

- ◆ Any vehicle parked on campus must have a current parking decal. Decals should be placed on the inside of the glass in the lower corner on the driver's side.
- ◆ Students may obtain parking permits from ATC Security (Building 650). A current student ID card and valid vehicle registration must be presented to receive a parking decal.
- ◆ Students are responsible for the parking permits issued to them.
- ◆ Any student using a handicapped parking space for any reason must have a valid handicapped permit issued by the state in which they reside in addition to an ATC decal.
- ◆ Speed limits are posted throughout the campus and must be observed.
- ◆ A student using a borrowed or rented vehicle must obtain a temporary student parking permit from the ATC Security Office (Building 650). This temporary permit is valid only for a specified period of time.
- ◆ Any vehicle bearing a student parking permit must be parked in a student parking area while on campus. Any student attending both ATC and USC Aiken with a valid decal from either college should park in a student parking space at both schools, not in a visitor parking space.
- ◆ Currently enrolled students cannot park in a visitor parking space at any time, regardless of the purpose or length of time for which they will be parked.
- ◆ ATC's Security officers have full authority to enforce ATC's parking regulations.
- ◆ The initial appeal of any violation should be made at the ATC Security Office. (Building 650).
- ◆ Any student with outstanding parking fines will not be allowed to register or to receive grades or transcripts.
- ◆ Parking citations will be issued for the following:
  - Parking on the grass \$10
  - Parking in red/yellow zones \$10
  - Blocking sidewalk or driveway \$10
  - Student parking in faculty/staff space \$5
  - Student parking in visitor/reserved space \$5
  - No parking decal displayed \$10
  - Unlawful parking in handicapped space \$30
  - Other (as indicated) \$5Parking fines double after five working days.
- ◆ A vehicle may be towed and stored at the owner's risk and expense if:
  - The vehicle is parked in a fire lane.
  - The vehicle is left unattended for 72 hours without approval from the Public Safety Office.
  - The vehicle is left illegally parked after the owner has received three or more tickets from a Public Safety officer.

## Personal Check Policy

Any student who presents a personal check to ATC which is refused by the bank must pay a \$30 penalty. The student must then pay all fees by cash, money order, or cashier's check. ATC submits all returned checks to the 2<sup>nd</sup> Circuit Solicitor's Worthless Check Unit. An automated teller machine is available for student use in the Gregg-Graniteville Student Activities Center.

# Part I: General Information

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## **Pets**

No pets are allowed on campus. This does not include working dogs for the visually impaired.

## **Physical Access to Buildings for Students with Disabilities**

Each building on the ATC campus provides physical access for students with disabilities as follows:

Administration Building..... North Entrance  
Science..... East/West Entrances  
Engineering..... East Entrance  
Industrial Technology.... East/North Entrances  
700-800..... North Entrance  
Student Center..... East/West Entrances  
Information Technology Center.... All Entrances  
Health and Science Building.... All Entrances  
MTTC..... East Entrance

## **Record Change**

To assure proper record-keeping and mailing procedures, each student must report any change in name or address to the Admissions and Records Office. See also Student Records on page 217.

## **Registration and Advisement**

The College informs students of the date, time, and place to make appointments for registration and advisement through the Admissions and Records newsletter, the course schedule, the ATC website, faculty appointment sheets (on their office doors), hallway monitors, and the media. All students are encouraged to register for classes with their advisors during the proper registration period. Registration is on a space-available basis, so early registration is best.

Students dropped from their classes due to their failure to pay by the drop date will be charged a re-enrollment fee when they ask to be re-instated in their classes (on a space-available basis).

Students registering or paying for classes after the end of regular registration must pay a late

fee of \$25. Registration is not complete until all fees are paid.

## **Registration Receipt Form**

A student must present an ATC receipt to show proof of registration to instructors, to obtain an ID card, etc. A print out from “My Account Summary” via WebAdvisor is acceptable.

## **Repeating Courses**

A student may repeat any course for credit at ATC. The latest grade received is used to calculate the grade point average. A student taking courses for transfer should contact the college to which he or she plans to transfer to learn its policy regarding transcripts with more than one grade for the same course.

## **Safety and Security/Sexual Assault Policy**

Campus security officers are responsible for the safety and security of students and personnel on campus. In case of an on-campus emergency, a student may call or have a staff member call 1111 for an immediate response from a security officer. Students may obtain a brochure covering emergency procedures and crime statistics as well as overall graduation rates at ATC from Counseling Services. For your added safety, 24-hour surveillance is recorded on videotape closed circuit television. A brochure is available to students highlighting safety/security and sexual assault issues on the ATC campus. Please contact Counseling Services.

## **Scholarships**

Many scholarships are available annually for qualifying ATC students through the ATC Foundation, individuals, and organizations. Scholarships are awarded based on academic achievement, significant contributions to the community, or need. A student may obtain scholarship applications from the Financial Aid Office. Students must reapply for scholarship consideration each year.

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# Part I: General Information

## Smoking Policy

The use of tobacco products is prohibited on the ATC campus beginning Oct. 1, 2007. These products include, but are not limited to: cigarettes, cigars, pipes and smokeless tobacco. Anyone violating this policy will be disciplined accordingly. Visitors will be issued a violation warning, while student violators will be fined \$10 for the first infraction and referred to the College's judicial officer for subsequent violations.

## Solicitation/Canvassing and Fund Raising on Campus

The Vice President of Student Services must provide prior written permission for anyone to distribute or present political, social, religious, or other promotional material on campus. In general, solicitation or canvassing on campus is forbidden with the exception of Student Government Association (SGA)-sponsored events and activities such as blood drives, relief efforts, and SGA elections.

## Student Records

The Admissions and Records Office at ATC maintains the official permanent academic record for every ATC student. Any student who wishes to examine his or her file may do so in the Admissions and Records Office. The Admissions and Records Office must have the student's written permission to release or discuss the student's record with anyone other than the student (Privacy Act of 1974). However, directory information on a student may be released unless the student notifies this office in writing that such information is not to be released. The student is responsible for making sure the Admissions and Records Office has his or her current address. If the change involves a change in state residency, the student must submit proof of residency to the Director of Admissions and Records. If a student's name changes, the student must complete a name change form and provide proof (i.e., driver's license) in the Admissions and Records Office.

## Student Responsibilities

Students are responsible for actively engaging in the learning process. It is critical that students read and understand the procedures and information provided in this document (catalog and student handbook), the semester course schedules and other notices sent to students. All students are provided with a free e-mail account and are expected to check this account daily. The College will use this e-mail system for official college news and announcements. Orientations assist students with this information, but it is the responsibility of the student to ask for additional information as needed.

## Student Services

The Student Services division at ATC offers a number of services and activities to supplement the College's academic programs. The division is staffed with full-time professional counselors who are available to work with students in their areas of interest. The Vice President of Student Services and five directors (housed primarily in the Ashley J. Little Administration Building) administer the activities of the division and coordinate the following services for students:

- ◆ Admissions
- ◆ Advisement/Transfer Information
- ◆ Assessment
- ◆ Career Day & Awards Night
- ◆ Career Planning
- ◆ Commencement Exercises
- ◆ Financial Aid
- ◆ Intercollegiate Athletics
- ◆ One Stop Career Center/Placement Services
- ◆ Orientation
- ◆ Records
- ◆ Recruitment Services
- ◆ Registration
- ◆ Single Parent/Displaced Homemaker Services
- ◆ Special Student Services
- ◆ Student Activities
- ◆ Testing
- ◆ Veterans Affairs
- ◆ Workforce Investment Act Assistance

For more information, see page 34 of the catalog.

# Part I: General Information

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## Student Suggestion Boxes

Throughout campus there are several Student Suggestion Boxes for anonymous student input. The notes in the boxes are retrieved by the ATC Student Activities Office and appropriately forwarded to the corresponding campus office for review.

## Suspension/Expulsion for Disciplinary Reasons

ATC operates under the Student Code of Conduct adopted by the State Board for Technical and Comprehensive Education (see Part II: Student Code on pages 220-229). If it is recommended that a student be suspended or expelled for violation of the code and the recommendation is upheld by the College administration, the student is dismissed from the College.

## Telephones/Telephone Calls/Class Interruptions

Public phones are available for student use in the Ashley J. Little Administration Building, the Engineering Building, the 700-800 Building, the Gregg-Graniteville Student Activities Center, and the Dale Phelon Information Technology Center.

ATC cannot provide delivery of personal messages, flowers, etc., nor interrupt classes for such purposes. Should a family emergency such as a death, serious illness, or serious injury occur, the College will make every effort to notify the student of the situation through Counseling Services (803-593-9954, ext.1298).

## Transcripts

A student must request transcripts in writing. Transcripts are free of charge. The College will not release a transcript for any student or alumnus who carries an outstanding account balance with the College. Students must provide written permission for the College to release transcripts to a third party.

## Transportation

Students attending ATC must make their own arrangements for transportation to and from the campus. The College is on the route of Aiken County's public bus system, the Best Friend Express.

Contact the Best Friend Express at (803) 648-6493 for a schedule. Bus passes are available for purchase at the Cashier Office.

## Tutoring Services

The tutoring program is free and offers one-on-one and small group tutoring assistance for students on any level for any class as long as tutors are available. Students should request assistance as soon as they feel they need additional help. Request for Tutoring Assistance forms may be obtained from the Tutoring Coordinator in Room 780. Hours of the Tutoring Center are posted each semester.

## Veterans Affairs

ATC is approved for training veterans and dependents, children, and widows of deceased veterans or those totally disabled as a result of service-related conditions, as well as members of the Selected Reserve. For more information, see page 34 of the catalog. The Veterans Affairs Office is located in Room 112 in the Admissions and Records Office.

## Web Resources for Students

As an Aiken Technical College student you have access to a variety of technology resources to support you in your learning process. All Aiken Technical College students can access the following resources from the Aiken Technical College Web site: [www.atc.edu](http://www.atc.edu). The Aiken Technical College Web site can be accessed both on and off campus from any Internet connected computer.

## My ATC offers:

Every student a free E-mail account  
News about emergency closings

# Part I: General Information

Campus announcements  
Events Calendar  
Veteran's information  
Registration information  
College announcements  
Student event information  
Official College correspondence

administrative withdrawals and those involving disciplinary cases.

## Add/Drop

To add or drop a course during the Add/Drop period, a student must complete an Add/Drop form and submit it to the Admissions and Records Office.

\* Students are expected to check their ATC E-mail account at least daily for important College information. It is the responsibility of the student to keep abreast of important announcements and events.

## WebAdvisor

Allows you to:

1. Register, drop or add online
2. Search for sections
3. View and print class schedule
4. View and print grades
5. View and print unofficial transcript
6. View and print profile
7. View and print placement test summary
8. Check to see who is your assigned advisor
9. Check financial aid status
10. View and print an unofficial copy of your financial award letter

## Withdrawal and Add/Drop

### Withdrawal

If a student must withdraw from a class after the Add/Drop period, the student must complete a Withdrawal Form, obtain the instructor's signature, last day of attendance and grade assignment on the form, sign the form, and submit the signed form to the Admissions and Records Office. The student will receive a grade of "W" if withdrawing before midterm. The student will receive a grade of either "W" or "WF," depending on the student's grades, if withdrawing after midterm. Add/Drop/Withdrawal Forms are available in the Admissions and Records Office.

In most cases, a student must initiate his or her own withdrawal. The Vice President of Student Services approves



# Part II: Student Code

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The Student Code is designed to establish acceptable (and unacceptable) behavior as a student at Aiken Technical College and identify the process used when a conflict occurs. Since the Code is the general guideline for all colleges in the South Carolina State Board for Technical and Comprehensive Education system, it is not specific regarding the process to follow for Academic Misconduct, nor is it easy to follow. Therefore, forms to support the process and descriptive handouts are available in the Counseling Center for the following:

- ATC Student Complaints
- ATC Student Behavioral Misconduct
- ATC Academic Misconduct
- ATC Hearing Panel Procedure

## General Provision

### I. Principles

Technical college students are members of both the community at large and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership. As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of that community. By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, college discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the College. However, when a student's violation of the law also adversely affects the College's pursuit of its recognized educational objectives, the College may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law. If a student's behavior simultaneously

violates both college regulations and the law, the College may take disciplinary action independent of that taken by legal authorities. The Student Code for the South Carolina Technical College System sets forth the rights and responsibilities of individual students.

### II. Internal Problem Solutions

The College will seek to solve problems by internal procedure of due process. When necessary, off-campus law enforcement and judicial authorities may be involved. In situations where South Carolina Technical Colleges have shared programs, the Chief Student Services Officer where the alleged violation of the Student Code for the South Carolina Technical College System occurred will handle the charges. A change of venue to the other college may be granted, based on the nature of the offense, provided it is agreed to by the Chief Student Services Officers of both colleges. Any sanctions imposed will apply across both colleges. In situations where a student is dually enrolled in two or more South Carolina Technical Colleges and is charged with a violation of the Student Code for the South Carolina Technical College System, the Chief Student Services Officer of the College where the alleged infraction occurred will handle the charges and the sanctions will apply only at the college where the infraction occurred.

### III. Definitions

When used in this document, unless the content requires other meaning:

*Administrative Officer:* Anyone designated at the College as administrative staff, such as President, Vice President, Dean, Director, etc.

*Campus:* Any place where the College conducts or sponsors educational, public service, or research activities

*Chief Student Services Officer:* The

## Part II: Student Code

person in charge of Student Services (Vice President of Student Services)

*College:* Aiken Technical College

*Expulsion:* Permanent separation of the college and student insofar as pursuance of degree, diploma, or certificate programs is concerned

*Instructor:* Any person employed by the College to conduct classes.

*President:* The chief executive officer of the College

*SGA:* Student Government Association of the College

*Student:* A person taking any courses offered by the college, either full-time or part-time

*Suspension:* A temporary separation of the College and student under specified conditions

*VP of SS:* The Vice President of Student Services, or chief student services officer, or designee

*Violation of Law:* A violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs

### Student Code

(Situations Involving Student Conduct)

#### I. General Rights of Students

##### A. Nondiscrimination

There will be no discrimination in any respect by the College against a student, or applicant for admission as a student, based on race, color, age, religion, national origin, sex, or disability.

##### B. Freedom of Speech and Assembly

Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place, and manner. Students desiring to conduct an assembly must submit a request to the President, or other designated college

official, requesting a specific date, time, location, and manner no later than 15 working days prior to the date of the desired event.

##### C. Freedom of the Press

In official student publications, students are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the College shall have an editorial board with membership representing SGA, faculty, and administration. The College has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.

##### D. Protection Against Unreasonable Searches and Seizures

Students are entitled to the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.

##### E. Student Representation in College Governance

Students should be represented on campus committees that have the following duties:

1. To propose policy that affects student activities and conduct.
2. To make policy decisions on such matters.
3. To implement policy.

##### F. Classroom Behavior

Discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn. The instructor sets

## Part II: Student Code

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the standards of behavior acceptable in the classroom by announcing these standards early in the term. If a student behaves disruptively in class after the instructor has explained the unacceptability of such conduct, the instructor may dismiss the student for the remainder of that class period. The instructor should initiate a discussion with the student to resolve the issue prior to the next class meeting. A further disruption by the student may result in a second dismissal and referral in writing by the faculty member to the VP of SS. These procedures for classroom behavior do not limit the action that may be taken for proscribed conduct under Section III herein and instructors may dismiss students from class for the remainder of the class period for such conduct. Students remain subject to other sanctions hereunder for such conduct.

### **G. Evaluation and Grading**

1. Instructors will follow the announced College standards in evaluating and grading students.
2. Grades are awarded for student academic achievement. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic achievement.

### **H. Privacy**

Information about individual student views, beliefs, or political associations acquired by instructors, counselors, or administrators in the course of their work is confidential. It can be disclosed to others only with the prior written consent of the student involved or under legal compulsion.

### **I. Records**

#### **1. General**

The student records office will maintain and safeguard student records. All official student and former student records are private

and confidential and will be preserved by the College. Separate record files may be maintained for the following categories:

- (1) academic, (2) medical, psychiatric, and counseling,
- (3) placement, (4) financial aid,
- (5) disciplinary, (6) financial, and
- (7) veterans affairs.

#### **2. Disciplinary Records**

Records of disciplinary action shall be maintained in the office of the VP of SS. No record of disciplinary action shall be entered or made on the student's academic records.

#### **3. Confidentiality of Records**

Before information in any student file may be released to anyone, the student must give prior written consent except those instances stated below:

- a. To instructors and administrators for legitimate educational purposes.
- b. To accrediting organizations to carry out their functions.
- c. To appropriate parties involved in College hearings or to protect the health and safety of students or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released.
- d. The VP of SS may authorize release of directory information as defined by the College under privacy legislation.
- e. If the inquirer has a court order, the VP of SS or someone designated by that official will release information from the student's file.

#### **4. Treatment of Records After Student Graduation or Withdrawal** When students withdraw or graduate

## Part II: Student Code

from a technical college, their records shall continue to be subject to the provisions of this code.

### II. Student Government and Student Organizations

#### A. Student Government Association

The college Student Government Association's constitution, as approved by the area commission, establishes the governance structure for students at the College. Amendments to the constitution require approval as stipulated in each SGA constitution.

#### B. Student Organizations

An essential prerequisite for a student organization to be approved is that it has educational importance and that its objectives be clearly explained in a proposed charter. The formation of organizations strictly as social clubs should be discouraged. Prior to consideration for approval as an organization, an organization constitution or bylaws must be prepared, a person must be identified who is willing to serve as advisor, and the names of charter members must be submitted.

### III. Proscribed Conduct

#### A. General

Certain conduct is proscribed and upon violation of such proscriptions, a student shall be subject to one or more of the sanctions specified in Section IV, C, 2, c. However, it is expected that the more severe sanctions of suspension and expulsion will be imposed sparingly and only for more extreme or aggravated violations or for repeated violations.

#### B. Abuse of Privilege of Freedom of Speech or Assembly

No student, acting alone or with others, shall obstruct or disrupt any teaching, administrative, disciplinary, public

service, research, or other activity authorized or conducted on the campus of the College or any other location where such activity is conducted or sponsored by the College. This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. In addition to administrative action, any person who violates the law will be turned over to the appropriate authorities.

In the event of illegal or disruptive activity on a college campus, the VP of SS or other administrative officer will request those involved either to leave the campus or to abide by the regulations governing uses of, or presence on, the campus. The VP of SS or other official will further announce that failure to disperse will result in enforcement of Section 16-17-420 of the South Carolina Code of Laws pertaining to illegal or disruptive activity on a college campus.

According to South Carolina law, "It shall be unlawful for any person willfully or unnecessarily (a) to interfere with or disturb in any way or in any place the students or teachers of any school or college in this state, (b) to enter upon any such school or school premises, (c) to loiter around the premises, except on business, without the permission of the principal or president in charge; or, (d) to act in an obnoxious manner thereon." (Section 16-17-420 part 2 of South Carolina Code of Laws)

#### C. Academic Dishonesty

All forms of academic dishonesty including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for discipline.

1. Cheating on tests is defined to include the following:
  - a. Copying from another student's test.

## Part II: Student Code

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- b. Using materials during a test not authorized by the person giving the test.
- c. Collaborating with any other person during a test without permission.
- d. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of an unadministered test.
- e. Bribing any other person to obtain tests or information about tests.
- f. Substituting for another student, or permitting any other person to substitute for oneself.

2. Plagiarism is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit.

### ***D. Falsification of information and other unlawful acts with intent to deceive is defined as:***

1. Forgery, alteration, or misuse of College documents, records, or identification cards.
2. Destruction of evidence with the intent to deny its presentation to the Student Appeals Committee when properly notified to appear.

### ***E. Infringement of rights of others is defined to include, but is not limited to, the following:***

1. Physical or verbal abuse inflicted on another person.
2. Severe emotional distress inflicted upon another person.
3. Theft, destruction, damage, or misuse of the private property of members of the college community or non-members of the college community occurring on campus or off campus during any college approved activity.
4. Sexual harassment inflicted on another person. This is defined

as sexual discrimination where the harassing conduct created a hostile environment. Therefore, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit an individual's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.

5. Stalking, defined as engaging in a course of conduct that would place a reasonable person in fear for his or her safety, and that has, in fact, placed an individual in such fear.

### ***F. Other unlawful acts which call for discipline include, but are not limited to:***

1. Destruction, theft, damage, or misuse of College property occurring on or off campus.
2. Unauthorized entry upon the property of the College after closing hours.
3. Unauthorized presence in any College facility after hours.
4. Unauthorized possession or use of a key to any college facility or other property.
5. Possession or use on campus of any firearm or other dangerous weapon (sheathed or unsheathed) or incendiary device or explosive unless such possession or use has been authorized by the College.
6. Possession, use or distribution on campus of any narcotics, dangerous, or unlawful drugs as defined by the laws of the United States or the State of South Carolina.
7. Possession, use, or distribution on campus of any beverage containing alcohol.
8. Violation of S.C. and/or federal laws while on campus or off campus

## Part II: Student Code

when participating in a college-sponsored activity.

9. Violation of institutional policies while on campus or off campus when participating in a college-sponsored activity.
10. Engaging in any activity which disrupts the educational process of the College, or adversely interferes with other normal functions and services.

### IV. Rules of Student Disciplinary

#### Procedure and Sanctions

The sanctions that follow are designed to properly channel faculty, staff, or student complaints against students. Due process of law is essential in dealing with infractions of college regulations and state and federal statutes.

Consequently, any disciplinary sanction imposed on a student organization will follow the provisions of this code.

#### A. Administrative Suspension

1. If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the College, an administrative officer may direct students involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate suspension. If the student fails to cease and desist, the administrative officer may then suspend him or her from the College until a resolution of the matter can be made.
2. The administrative officer invoking such administrative suspension shall notify the VP of SS in writing of the individual or individuals involved and the nature of the infraction before 4 p.m. of the first class day following its imposition. If immediate

identification of the student or students is impossible, such notices shall be given within two working days after identification.

#### B. Complaints

1. A charge involving a student infraction must be filed in writing at the office of the VP of SS within five working days after the alleged infraction or after such infraction becomes known to an administrative officer of the College.
2. Within 5 working days after the charge is filed, the VP of SS shall complete a preliminary investigation of the charge and immediately schedule a meeting with the student. After discussing the alleged infraction with the student, the VP of SS may act as follows:
  - a. Drop the charges
  - b. Impose a sanction consistent with those shown in Section IV, C, 2, c, Student Appeals Committee
  - c. Refer the student to a college office or community agency for services

The decision of the VP of SS shall be presented to the student in writing within five working days following the meeting with the student. In instances where the student cannot be reached to schedule an appointment with the VP of SS, or where the student refuses to cooperate, the VP of SS shall send to the student's last known address a certified letter providing the student with a list of the charges, the VP of SS decision, and instructions governing the appeal process.

3. A student who disagrees with the decision of the VP of SS may request a hearing before the Student Appeals Committee. This request must be submitted within two

## Part II: Student Code

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working days after receipt of the VP of SS decision unless a request is made and approved for an extension of time. The VP of SS shall refer the matter to the Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the preliminary investigation.

### **C. The Student Appeals Committee**

Each year the College will establish a Student Appeals Committee (hereinafter referred to as the Committee) to consider the case of a student who declines to accept the findings of the VP of SS. The hearing shall be held within 15 working days after the student has officially appealed the decision of the VP of SS.

1. Membership of the committee shall be composed of the following:
  - a. Two faculty members appointed by the chief instructional officer and approved by the President
  - b. Three student members appointed by the governing body of the SGA and approved by the President
  - c. One member of the Student Services staff appointed by the VP of SS and approved by the President
  - d. The VP of SS serves as an ex-officio non-voting member of the Committee
  - e. The chair shall be appointed by the President from among the membership of the Committee
2. Functions of the committee are described as follows:
  - a. To hear an appeal from a student charged with an infraction that may result in disciplinary action
  - b. To hand down a decision based only on evidence introduced at the hearing

- c. To provide the student defendant with a statement of the Committee's decision including findings of fact and if applicable, to impose one or more of the following sanctions:
  - 1) A written reprimand
  - 2) An obligation to make restitution or reimbursement
  - 3) A suspension or termination of particular student privileges
  - 4) Disciplinary probation
  - 5) Suspension from the College
  - 6) Expulsion from the College
  - 7) Any combination of the above

### **V. Procedures for Hearings before the Student Appeals Committee**

#### **A. Procedural Duties of the VP of SS**

At least 7 working days prior to the date set for a hearing before the committee, the VP of SS shall send written notice to all involved and a certified letter to the student's last known address providing the student with the following information:

1. A restatement of the charge or charges
2. The time and place of the hearing
3. A statement of the student's basic procedural rights
4. A list of witnesses
5. The names of Committee members

On written request of the student, the hearing may be held prior to the expiration of the 7-day advance notification period, if the VP of SS concurs with this change.

#### **B. Basic procedural rights of students include the following:**

1. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel may not address the Committee. Payment of legal fees is the responsibility of the student.
2. The right to produce witnesses on one's behalf.

## Part II: Student Code

3. The right to request, in writing, the President to disqualify any member of the Committee for prejudice or bias. (At the discretion of the President, reasons for disqualification may be required.) A request for disqualification, if made, must be submitted at least two working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the President.
4. The right to present evidence.
5. The right to know the identity of the person(s) bringing the charge(s).
6. The right to hear witnesses on behalf of the person bringing the charges.
7. The right to testify or to refuse being detrimental to the student.
8. The right to appeal the decision of the Committee to the President, who will review the official record of the hearing. The appeal must be in writing and must be made within seven working days after receipt of the decision.

### ***C. The Conduct of the Committee Hearings***

1. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
  - a. Student. The hearing may be conducted without the student present if the student ignores the notice of the hearing and is absent without cause.
  - b. Counsels of the accused, the grievant, and the College.
  - c. A person, mutually agreed upon by the student and the Committee, to serve in the capacity of recorder.
  - d. Witnesses who shall:
    - 1) Give testimony singularly and in the absence of other witnesses.
    - 2) Leave the committee meeting room immediately upon completion of the testimony.
2. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this code.
3. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
4. The conduct of hearings before this Committee is unaffected by charges of local, state, or federal authorities against the student for acts that are the same, or similar to, charges of misconduct to be heard by the Committee. Two separate jurisdictions are involved in such cases. Therefore, hearings may be held and decisions rendered independent of any resolution by the court system.
5. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or nonconcurrence with the original finding and to recommend sanctions, if applicable.
6. Decisions of the Committee shall be made by majority vote. Within two working days after the decision of the Committee, the VP of SS shall send a certified letter to the student's last known address providing the student with the Committee's decision.

### ***D. Appeal to the President***

When the student appeals to the President, the President, whose decision is final, shall have the authority to:

1. Receive from the student an appeal of the Committee's decision.
2. Review the findings of the proceedings of the Committee.
3. Hear from the student, the VP of SS, and the members of the Committee



## Part II: Student Code

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before ruling on an appeal.

4. Approve, modify, or overturn the decision of the Committee.
5. Inform the student in writing of the final decision within 10 working days of the receipt of the appeal.

### **The Student Grievance Procedure for the South Carolina Technical College System (Complaints Against Faculty/Staff)**

#### **I. Purpose**

The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty or staff, concerning the following:

- A. Alleged discrimination on the basis of age, sex, race, disability, or other conditions, preferences or behavior, excluding sexual harassment complaints.
- B. Sexual harassment complaints should be directed to the VP of SS. Because of the sensitive nature of this kind of complaint, a conference with the VP of SS will replace the first step of the grievance procedure. The VP of SS will counsel with the student to determine the appropriate action that is required. If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.
- C. Academic matters, excluding individual grades, except where the conditions in item A above apply.

#### **II. Definitions**

When used in this document, unless the content requires other meaning

*Administrative Officer:*

Anyone designated at the College as administrative staff, such as President, Vice President, Dean, Director, etc.

*Campus:*

Any place where the College conducts or sponsors educational, public service, or research activities

*Chief Student Services Officer:*

The person in charge of Student Services (VP of SS)

*College:*

Aiken Technical College

*Expulsion:*

Permanent separation of the College and student insofar as pursuance of degree, diploma, or certificate programs is concerned

*Instructor:*

Any person employed by the college to conduct classes

*President:*

The chief executive officer of the College

*SGA:*

Student Government Association of the College

*Staff:*

Any employee of the College who was employed by the College for reasons other than conducting classes

*Student:*

A person taking any courses offered by the College, either full time or part time

*VP of SS:*

The Vice President of Student Services, or chief student services officer, or designee

#### **III. Procedures**

##### **A. First Step**

The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within 10 working days of the incident that generated the complaint.

##### **B. Second Step**

If the grievance is not resolved at the informal conference, the student may file a written grievance. A grievance form shall be made available to the student from the VP of SS. The VP of SS will explain the grievance process

## Part II: Student Code

to the student. The completed grievance form must be presented to the VP of SS within 5 working days after satisfying the first step in the grievance process. The VP of SS shall give written acknowledgment of receipt of the grievance form. This acknowledgment shall be given immediately or no later than two working days after receipt of the grievance form from the student. The VP of SS will then refer the grievance to the immediate supervisor involved. The supervisor shall respond in writing to the student within 10 working days of receipt of the grievance form from the VP of SS. As a part of the effort to resolve the issue, the supervisor will consult with the chief administrative officer of the division or component concerned.

### **C. Third Step**

If the written statement of the supervisor does not satisfy the grievant, a request to appear before the Student Grievance Committee may be made. The student must submit the request within five working days after receiving the written response of the supervisor. The request shall include a copy of the original grievance form and the reason the supervisor's response is unsatisfactory. The student must attach a copy of the supervisor's response to the request. The VP of SS shall notify immediately the President of the College who shall insure that a Committee is organized in a manner consistent with Section IV of this procedure (The Student Grievance Committee). The VP of SS will send copies of the appeal to the members of the Committee, the employee, and the employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chairperson

of the Committee. Meeting(s) shall be conducted between five and 15 working days following the date of the request. A postponement, if requested no later than five working days prior to the scheduled meeting, may be granted by the chairperson upon written request of either party. The Committee shall hold interviews with the grievant, the employee, and the supervisor, singularly, and in the absence of other witnesses. The Committee may interview any additional witnesses that it considers necessary to render a fair decision. The Committee shall decide by a majority vote the solution of the grievance. In case of a tie, the chairperson shall vote and thus break the tie. The chairperson shall forward a copy of the Committee's decision to all parties involved and to the office of the President of the College within 2 working days of the Committee's decision.

### **D. Fourth Step**

The Committee's decision may be appealed by either party involved to the President of the College within 10 working days of the Committee's decision. The President shall review the Committee's findings, conduct whatever additional inquiries that are deemed necessary and will render a decision within 10 working days of receipt of the grievant's appeal. The decision of the President is final.

## **IV. The Student Grievance Committee (Student Appeals Committee)**

### **A. The Student Grievance Committee shall be composed of the following:**

1. Three students recommended by the governing body of the student body
2. Two faculty members recommended by the chief instructional officer
3. One Student Services staff member recommended by the VP of SS

## Part III: Distance Learning Services

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4. One administrator, appointed by the President of the College, who shall serve as chairperson of the Committee
5. All recommended members must be approved by the President

### ***B. Purpose and Function of Grievance Committee***

1. All student grievance committees are ad hoc and shall be formed to hear specific complaints. A new committee may be formed every time that a grievance covered under this procedure is filed.
2. Whenever a committee is formed, it may adopt additional rules and guidelines not in contradiction with these procedures.

### ***C. Rights of the Parties Involved in a Grievance***

When a grievance committee meeting is scheduled, the parties involved are entitled to:

1. A written notice of the complaint
2. A written notice of the time and place of the meeting - This notice

shall be forwarded to all parties at least five working days prior to the meeting unless they waive this requirement.

3. Review all available evidence, documents, or exhibits that each party may present at the hearing
4. Have access to the names of the witnesses who may testify
5. Appear in person and present information on his or her behalf
6. Call witnesses who are dismissed following their questioning by all present and to ask questions of any person present at the meeting
7. The right to counsel - The role of the person acting as counsel is solely to advise the client. The counsel may not address the committee.

## Part III: Distance Learning Services

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### **Distance Learning**

Distance Learning may involve courses that are time and place sensitive just like traditional courses, but use technology to join groups of students at different locations with their instructor. These may be courses delivered by satellite, requiring students to be in specially equipped classrooms at specific times for instruction, viewing lectures and demonstrations on television and telephoning the instructor to ask questions during broadcasts. Similarly, courses delivered by two-way video require students' presence in specially equipped classrooms during instruction, but both students and instructor can see one another on video monitors and talk to one another without using telephones.

Distance Learning may involve courses that are generally not time and place sensitive. Telecourses allow students to view lessons and demonstrations at times convenient to them either from home on a television set or in viewing rooms in the college library. When students purchase their textbooks, they rent a video series for the semester and view tapes or DVDs, then complete assignments based on that material and mail or e-mail them to the instructor. Students may be required to arrange for a proctor or come to the college testing center for proctored exams periodically throughout a semester. Students and instructors maintain contact with one another by telephone, e-mail or fax throughout the semester.

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## Part III: Distance Learning Services

Online courses are delivered by the internet and are available to students using computers in one of the college's computing facilities. Students may generally access their online courses at any time convenient to them within guidelines set forth in the course syllabus for the semester. Students enrolling in online courses are expected to initiate the instruction process, and may find instructions for accessing ATC online courses on the ATC web site.

All students enrolling in distance learning courses must be highly motivated independent learners who will contact their instructor in advance of class about any required meetings at specific times and requirements for proctored testing where regular on-campus meetings are not scheduled.

### **Online Attendance Procedure**

An e-mail is required from each student to the instructor by the end of the Add/Drop period. At this time the instructor will drop the student from the course if the e-mail is not received. Except in extenuating circumstances with the approval of the appropriate Vice President, instructors withdraw students from class when 80 percent attendance is not maintained. Attendance in an online course is defined by correspondence as required by the instructor. After the Add/Drop period, each student will be expected to communicate with the instructor via e-mail, online discussion forum, phone, or appointment at least once each week and access the web class at least once each week. After any three weeks of no communication or no access, the student will be withdrawn from the course. The instructor will assign a grade of "W" or "WF" based upon the student's academic standing as of the last date of attendance, which is the date of the last log-in.

### **Services for Distance Learning Students**

The following services are offered to Distance Learning students:

#### *Academic Advising and Scheduling*

Each college provides qualified, properly trained academic advisors to assist Distance Learning students with class scheduling and to address their special needs.

Aiken Technical College will inform students where and from whom they may receive academic advising and assistance with scheduling, including instances of shared programs. ATC will provide advising services and assistance with scheduling by appointment or by telephone.

#### *Admission*

Students may apply for Distance Learning courses through Aiken Technical College. Application forms are available by mail or fax upon request and by computer at various locations. Students enrolled in an academic program shared by two or more colleges (dual enrollment) must meet the admission standards of each program in which they enroll. ATC may establish application deadlines for specialized programs. In the case of dually enrolled international students in an academic program shared by two or more colleges, the award-granting college is responsible for all processing and tracking and for ensuring adherence to INS and Department of Justice regulations.

#### *Assessment*

When placement in a Distance Learning course requires assessment, the college which awards credit for the course establishes the mandatory placement score. Aiken Technical College will schedule assessment tests to meet the needs of non-traditional, distance learning, and/or working students. If the student has already taken the COMPASS assessment test at another South Carolina technical college, Aiken Technical College will use those assessment test scores, provided those scores are generated within one year of enrollment. A student must request in writing or by fax that scores be sent from one college to another. When colleges use different

## Part III: Distance Learning Services

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assessment instruments, Aiken Technical College may arrange to have its assessment instrument administered and proctored at another college.

### *Health Services*

See Health Services and First Aid on page 214.

### *Intercollegiate Athletics*

A student who is simultaneously enrolled at two or more colleges may participate in intercollegiate athletics only at the college where he or she is registered for the greater number of credit hours. If the student is registered for the same number of credit hours at two or more colleges, he or she may participate in intercollegiate athletics only at the institution where he or she first enrolled during that term.

### *Job Placement Assistance*

See page 50 of the Student Life and Resources section of the catalog.

### *Orientation to Distance Learning Courses*

While technologies used in satellite and two-way video courses make them somewhat different from traditional courses, students do have immediate contact with their instructors for orientation to the course. For telecourses, however, students are strongly encouraged to attend a brief orientation with the instructor on campus during the first week of the semester in which they have enrolled in a telecourse. This gives students an opportunity to meet the instructor and classmates, and to ask any questions about the course in person.

Students enrolling in their first online course are strongly encouraged to access an orientation to online learning from the college's web site. The orientation provides students with an understanding of the structure and pace of an online course. The Distance Learning section of the ATC web site provides instructions for starting online courses. This section also provides information that helps students assess whether their learning styles are conducive to success in such a course.

### *Personal and Career Counseling*

Personal and career counseling services are available to Distance Learning students. Students may access personal and career counseling services by visiting Counseling Services or the One Stop Career Center in the Ashley J. Little Administration Building, by phone at (803) 593-9954, ext. 1298, by fax at (803) 593-9161, or by e-mail to [weldon@atc.edu](mailto:weldon@atc.edu).

### *Registration*

At the present time, Aiken Technical College will provide Distance Learning students with:

- ♦ Mail-in registration;
- ♦ Advisor registration, wherein the student's advisor performs the necessary data entry to secure the student's seat in class; or
- ♦ In-class registration.

Students must make payments directly to the Aiken Technical College Cashier's Office.

### *Student Activities*

Students enrolled in Distance Learning courses are encouraged to participate in student activities, including Student Government Association (SGA) and College publications. For a copy of the student newspaper, which is created through the College's journalism class, contact the Director of Student Life at 803-593-9954, ext. 1604.

### *Student Behavior*

The College makes no distinction between Distance Learning students and other students regarding their right to appeal disciplinary sanctions or their right to file written complaints. (See Part II: Student Code on pages 220-229.) Students enrolled in Distance Learning courses must adhere to the same standards of conduct applicable to all students of the College. The Student Code and Grievance Procedure for South Carolina Technical Colleges, institutional policies and regulations, and local, state, and federal laws regulate student conduct.

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## **Part III: Distance Learning Services**

### *Note:*

The instructor of a Distance Learning course is empowered to correct or terminate classroom disruptions. Only the Chief Student Services Officer (Vice President of Student Services) of the College, or his/her designee, at the institution where the student is enrolled may impose sanctions upon the student for instances of misconduct, excluding temporary dismissal from class, which the course instructor or the course site staff may request.

### ***Student Complaints***

The Student Grievance Procedure is available to all Distance Learning students. A student may submit written complaint to the Vice President of Student Services, who then requests that the appropriate College official respond to the student's complaint. (See Part II: Student Code, pages 220-229.)

### ***Student Financial Aid***

Students who receive financial aid for one or more courses in which they enroll must meet the standards of progress established by Aiken Technical College. The student who is simultaneously enrolled at two or more colleges is responsible for notifying the financial aid office at each college. In instances of dual enrollment, the college which awards the degree, diploma, or certificate is responsible for awarding aid to eligible students. Students should note that they may only receive financial aid from one institution. For information, call 803-593-9954, ext. 1248.

### ***Student Records***

When Aiken Technical College awards credit for a Distance Learning course, the College is responsible for recording and storing students' grades for these courses, notifying students of their grades, and generating transcripts. The College makes no distinction on transcripts between Distance Learning courses and other courses. (See Transcripts on page 218.)

## Part IV: Survival Tips

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At ATC we want to help students accomplish their educational goals! Whether you are unemployed, underemployed, fearful of layoffs, or just interested in what college is all about, ATC is the place to be.

A college student must be assertive to succeed. If a student has a problem or a question, he or she must take the initiative to get help. Now is the time to start thinking and acting like a successful student! Below are useful tips for becoming a successful student at ATC.

### ♦ Where Can I Go for Help?

#### *Counseling Services*

Located in Room 107 of the Ashley J. Little Administration Building, Counseling Services is one of the best places to go for help. Professional counseling is available in a confidential setting at no cost to students. Counseling Services provides everything from helpful hints — such as taking a keyboarding class early in a student's career — to assistance with graduation ceremonies. Single parents or students with disabilities will find many helpful resources here.

#### *One Stop Career Center*

Located in Room 109 of the Ashley J. Little Administration Building, this state-of-the-art center offers an array of job search resources to assist students in finding part-time or full-time employment now or at graduation. Information about other colleges—including catalogs from different colleges — is available. If a student needs help selecting a career or putting together a good resume, the One Stop Career Center offers free job search and resume building services worth hundreds of dollars anywhere else. (See also One Stop Career Center on page 215.)

#### *Financial Aid*

Located in Room 107 of the Ashley J. Little Administration Building, the Financial Aid Office provides information packets and helpful staff to assist in the relief of the financial costs of attending college. The Free Application for Federal Student Aid is available here, as well as information on available scholarships and work-study positions. There are no dumb questions regarding financial aid. Remember to apply early!

#### *Admissions and Records Office*

Located in Room 112 on the first floor of the Ashley J. Little Administration Building, the Admissions and Records Office has everything from transcripts to Lost and Found. Veterans Affairs information, withdrawal forms, enrollment verification for insurance companies, and applications for graduation are just a few of the items that are available from this office.

### ♦ How Do I Schedule my Classes?

#### *First Semester at ATC*

All students will register with their academic program advisors. A list of advisors with room numbers and phone extensions is available in the Admissions and Records Office. Every student needs to determine if he or she wants to be a full-time student to complete a program of study quickly (not advisable for full-time working students), or to begin more slowly as a part-time student. Because most ATC programs are offered day or night, the student also needs to decide what time of day to attend classes. Having answers to these questions and the results of placement tests makes it easy for a student and advisor to put together a schedule that will start the student off on the right foot!

## Part IV: Survival Tips

### *Reading the Semester Schedule*

Every semester the College publishes a schedule of classes that will be offered the next semester. The classes are listed by department names (ACC = Accounting, BIO = Biology, etc.) in alphabetical order and by day or evening. To know which courses to take, a student should consult the ATC Catalog under the program heading in which he or she is enrolled. "Credit" has several meanings for the student. First, it is used to figure the cost of tuition. ATC presently charges a per-credit hour fee for part-time students, which means a three credit hour course will cost three times the credit hour rate plus fees and the cost of books. To be a full time student, the student must take 12-18 credit hours (4-6 classes). The cost is a set figure plus fees and the cost of books. For more details on course credit hours, the semester calendar, the fee due dates and other critical information, see the Schedule of Classes for the term in which you plan to take classes. The second meaning of "credit" is the approximate number of hours per week a student will be in class (three hours for a three credit hour class). Unlike high school students, a college student only attends when he or she has classes and the student (with his or her advisor) determines when that will be. A student should look over the published schedule and see his or her advisor early for the best selection of classes for the next semester. It is the student's responsibility to take charge of his or her education and to ask questions.

#### ♦ **Is it OK to "Withdraw" from a Class?**

Withdrawing from a class, as long as it is done correctly, is an accepted practice in college. The student should go to the Admissions and Records Office to obtain a form and get the class instructor to

sign it. Return the form to the Admission and Records Office to complete the process to avoid an "F" in the class. Withdrawing from a class can be important to a student whose plans include transferring to a four-year college because a "C" or better is required for transfer courses. The number one reason students withdraw is conflict with their work schedules. Students planning to work and attend ATC must plan their schedules very carefully in order to accomplish their educational goals.

#### ♦ **Can I Change Programs After I Start ATC?**

The national average indicates that most college students change their minds about their program of study two-and-a-half times over their college careers! It is normal for a student not to know exactly which career path to take at the beginning of a college career. Experimenting by taking a course or two in a program is often the best way to see if that program meets a student's goals. By completing a form in the Admissions and Records Office, a student may move from one program to another. Many times credits transfer from one program to another.

#### ♦ **Is it True that You Have More Freedom in College?**

In college there are no bells or announcements to tell the student class is over, but there are still rules students must obey. ATC parking regulations, restrictions on smoking in buildings, class attendance policies, bans on cheating, and confidentiality of records are not to be ignored. At ATC there is zero tolerance for anyone breaking the law by having weapons or any kind of illegal drugs on campus. The College



## Part IV: Survival Tips

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will not hesitate to call in the Aiken County Sheriff's Office if there is a violation with which ATC security officers require assistance. If, on the other hand, a student needs a battery jump-started, a locked car opened, or an escort to his or her car after evening classes, ATC's security officers stand ready to assist. ATC expects students to be independent and serious in their efforts to receive a college education, but the staff is ready and willing to lend a helping hand.

### ◆ Are Sports Available at ATC?

There is a full array of student activities for students enrolled at ATC. The College offers National Junior College Athletic Association competition in men's basketball and women's fast-pitch softball. Additionally, co-ed intramural sports are scheduled each semester and there is a complete wellness center featuring state-of-the-art Nautilus and Stair-Master equipment free to students. To develop leadership skills, ATC offers Student Government Association (SGA) involvement, student newspaper activities, and a variety of academically related and service-oriented clubs. ATC knows these extracurricular activities are meaningful to employers looking at students' resumes and encourages all students to be involved in these activities.

### ◆ Is There Anything Else that Would be Helpful for a New Student to Know?

Just as the race between the tortoise and the hare shows, slow and steady wins the race! It pays students to start their college careers slowly.

A student should not sign up for a full-time load of classes the first semester

unless he or she has prepared for college with a strong high school career. Students should get used to the time required for college studying and writing assignments by doing well their first semester and adding more classes after that initial success.

Ask for help and be assertive! Students should read this ATC Catalog and Student Handbook to be familiar with their new environment and, when questions come up, act quickly to seek help. Other students have come before and are now gainfully employed in jobs that they enjoy. We want you to accomplish your educational goal here at ATC and we stand ready to help you SUCCEED!

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# Part V: Drug and Alcohol Policy

## Alcohol and Other Drug Use (Policy and Information for Employees and Students of the South Carolina Technical College System)

It is the policy of the South Carolina Technical College System to provide a drug free, healthful, safe, and secure work and educational environment. Employees and students are required and expected to report to their work, class, or student activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles.

The South Carolina Technical College System prohibits the unlawful manufacture, distribution, dispensation, possession, or use of narcotics, drugs, other controlled substances, or alcohol at the workplace and in the educational setting. Unlawful for these purposes means in violation of federal/state/local regulations, policy, procedures, and rules, as well as legal statutes. Workplace means either on agency premises or while conducting agency business away from the agency premises. Educational setting includes both institutional premises or approved educational sites off campus.

In order to prevent the consequences of alcohol and other drug abuse at the workplace and in the educational setting, the South Carolina Technical College System has implemented this policy to ensure a drug-free work and educational environment.

The South Carolina Technical College System recognizes that chemical dependency through use of controlled or uncontrolled substances, including alcohol, is a treatable illness. The agency supports and recommends employee and student rehabilitation and assistance programs and encourages employees and students to use such programs.

All locations will also implement drug-free awareness programs for employees and students. Such programs will annually ensure that employees and students are aware that:

1. Alcohol and other drug abuse at the workplace and in the educational setting is dangerous because it leads to physical impairment, loss of judgment, safety violations, and the risk of injury, poor health, or even death. Health risks and effects of controlled substances and alcohol will be provided to students and employees.
2. Alcohol and other drug abuse can also significantly lower performance on the job and in the classroom, thus impacting on the agency and the college mission as well as seriously affecting the student's educational and career goals.
3. Employees must report any personal conviction under a criminal drug statute, for conduct at the workplace, to their human resource officer within 5 days. Management must report to granting agencies any employee conviction for conduct in the work place within 10 days of receiving notice.
4. It is a condition of employment and admission that all employees and students must abide by the policy on alcohol and other drug use as well as related procedures/statements/laws/guidelines. Violation of any provisions may result in disciplinary action up to and including termination or expulsion respectively, and may have further legal consequences consistent with federal and state laws and regulations. Additionally, management may require an employee or student to enter an employee/student assistance or

# Part V: Drug and Alcohol Policy

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drug rehabilitation program as a condition of employment or enrollment. In addition, management is specifically required by law to take appropriate action within 30 days of receiving notice of any employee's conviction for conduct in the workplace.

5. Use of employee assistance programs (EAP), student assistance programs (SAP), or drug/alcohol rehabilitation services is encouraged.

## South Carolina Laws

### A. ALCOHOL

1. **PURCHASE ON BEHALF OF ONE WHO CANNOT LAWFULLY BUY**  
It is against the law to buy or give beer, wine, and/or alcohol to anyone who cannot buy it for themselves. Penalty — Fine up to \$200 or confinement up to 30 days and mandatory driver's license suspension of 90 days-six months. (Code 6-1-9-60)
2. **PURCHASE/POSSESSION BY A MINOR/MISREPRESENTING AGE**  
It is against the law to drink or possess any form of alcoholic beverage if you are under the age of 21. It is also against the law to lie or furnish false information concerning age in order to obtain any form of alcoholic beverage. Penalty — Fine up \$200 for first offense and mandatory driver's license suspension of 90 days - six months. (Code 20-7-370/380, 61-9-50)
3. **TRANSFERENCE OF BEER OR WINE**  
It is against the law to give or transfer beer or wine to anyone under the age of 21. This includes serving anyone in your home except your child or spouse. Penalty — Fine up to \$200 or confinement up to 30 days. (Code 61-13-287)
4. **CONTRIBUTING TO THE DELINQUENCY OF A MINOR**  
It is against the law for any person over 18 to knowingly and willfully influence a minor to violate any law or municipal ordinance. Penalty — Fine up to \$3,000 and/or confinement up to three years. (Code 16-17-490)
5. **POSSESSION OF BEER, WINE, OR LIQUOR**  
It is against the law to possess beer, wine, or liquor if you are under the age of 21. This includes opened or unopened containers of alcoholic beverage in actual possession or in your immediate surroundings. Penalty — Fine up to \$100 or confinement up to 30 days and mandatory driver's license suspension of 90 days-six months. (Code 61-9-87, 20-7-370/380)
6. **SALE TO PERSON UNDER AGE**  
It is against the law to sell beer, ale, or wine to anyone under 21 years old. Penalty — Fine up to \$200 or confinement up to 60 days. (Code 61-9-40)
7. **DISORDERLY CONDUCT**  
Students found on any public highway or in any public place who are intoxicated or disorderly may be charged with disorderly conduct. Penalty — Fine up to \$100 or

# Part V: Drug and Alcohol Policy

confinement up to 30 days.  
(Code 16-17-530)

8. **ALTERING AND FRAUDULENT USE OF LICENSE**

It is against the law to lend, issue, sell, or use your license or anyone's license or a fictitious license (fake ID) for an unlawful purpose.

Penalty — First offense fine up to \$200 and/or confinement up to 30 days, and mandatory driver's license suspension for 90 days-six months.

(Code 56-1-510/515, 61-9-50)

9. **DRIVING UNDER THE INFLUENCE (DUI)**

It is unlawful for persons under the influence of alcohol or other drugs to drive.

Penalty — Not less than \$759 fine; imprisonment up to 5 years; driver's license suspension six months-permanent.

(Code 56-1-1330,56-5-2930/2940/2990)

10. **FELONY DRIVING UNDER THE INFLUENCE**

If you cause bodily harm or death to someone while under the influence of alcohol, drugs, or any combination, you are guilty of a felony DUI.

Penalty — For bodily harm, a fine up to \$10,000 and/or confinement up to 10 years. For death, mandatory fine up to \$25,000 and mandatory confinement up to 25 years.

(Code 56-5-2945)

11. **CONSENT FOR TESTING**

Anyone who drives on South Carolina highways automatically has given consent to a breathalyzer

test if arrested. If you refuse to submit to a urine and/or blood test, your driver's license will be suspended. There is no law that states that you have to be given a driver's license, provisional or temporary.

(Code 56-1-1330, 56-5-2930/2940/2950/2990)

## B. OTHER DRUGS

1. **POSSESSION AND DISTRIBUTION OF DRUGS**

It is illegal to have, to make, or to intend to distribute any controlled substance, i.e., cocaine, crack, marijuana, etc.

Penalty — Varies depending upon the circumstances under which the arrest was made and the amount of drugs. Fines up to \$200,000, confinement up to 30 years, and mandatory driver's license suspension for six months-one year.

(Code 44-53-370)

2. **DISTRIBUTION OF CONTROLLED SUBSTANCE CLOSE TO A SCHOOL**

It is against the law and a separate offense to distribute, sell, make, or have a controlled substance within a "specified" distance of schools, technical colleges, and/or colleges/universities.

Penalty — Fine up to \$10,000, and/or confinement up to 10 years.

(Code 44-53-445)

3. **POSSESSION OR SALE OF DRUG PARAPHERNALIA**

It is illegal to possess drug paraphernalia; paraphernalia includes, but is not limited to, such things as:

“Roach clips” — Clips used by

# Part V: Drug and Alcohol Policy

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dentists to clip bibs around the necks of patients.

“Bong” — Pipe that may or may not use water.

“Carburetor” — Circulating tube with holes at each end. Tube may be made out of glass or metal.

Penalty — Fine up to \$500  
(Code 44-53-391)

## Alcohol - Effects & Health Risks

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts including spouse and child abuse.

Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation.

In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

## Federal Illegal Possession Penalties Controlled Substances

First conviction: Up to one year imprisonment and fined at least \$1,000 but not more than \$100,000, or both. After one prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both. After two or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

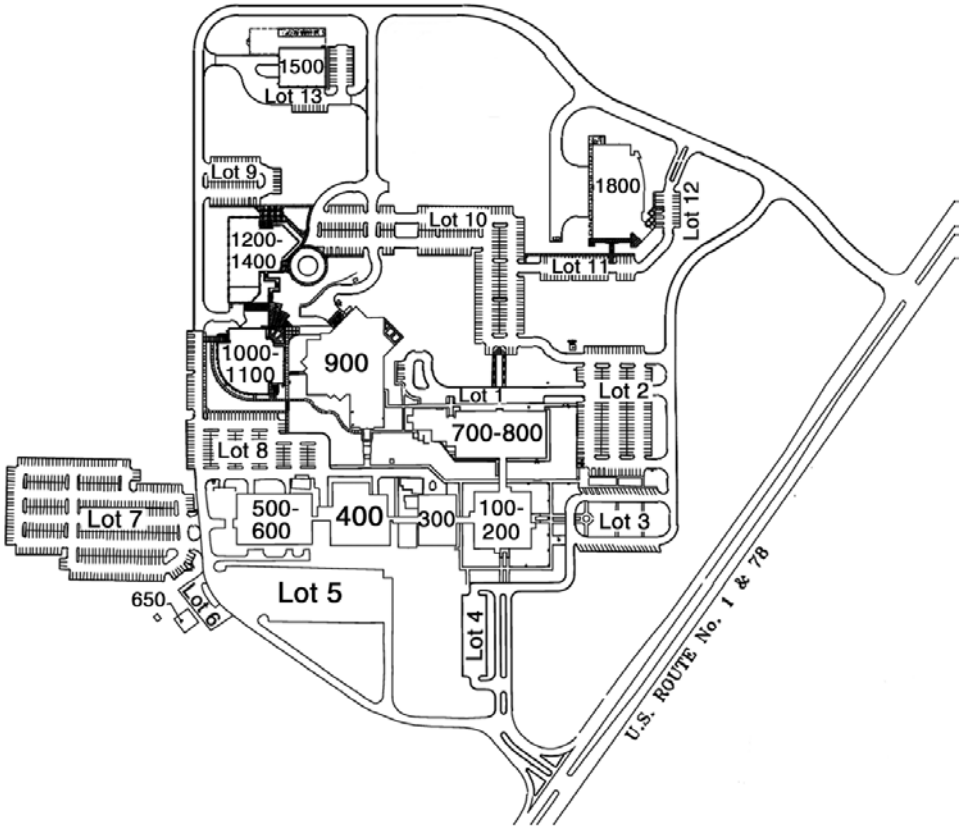
There are special sentencing provisions for possession of crack cocaine: mandatory at least five years in prison, not to exceed 20 years and fined up to \$250,000, or both, depending on amount of crack possessed and number of convictions.

In addition, there is forfeiture of personal and real property used to possess, facilitate, transport, or conceal possession of controlled substances. There are also civil fines of up to \$10,000 and denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

(21 U.S.C. 844 (a); 21 U.S.C. 853(a) (2); 881 (a) (7); 21 U.S.C. 881 (a) (4); 21 U.S.C. 844a; 21 U.S.C. 853 a)

# Part VI: Campus Maps

## ATC Main Campus Map

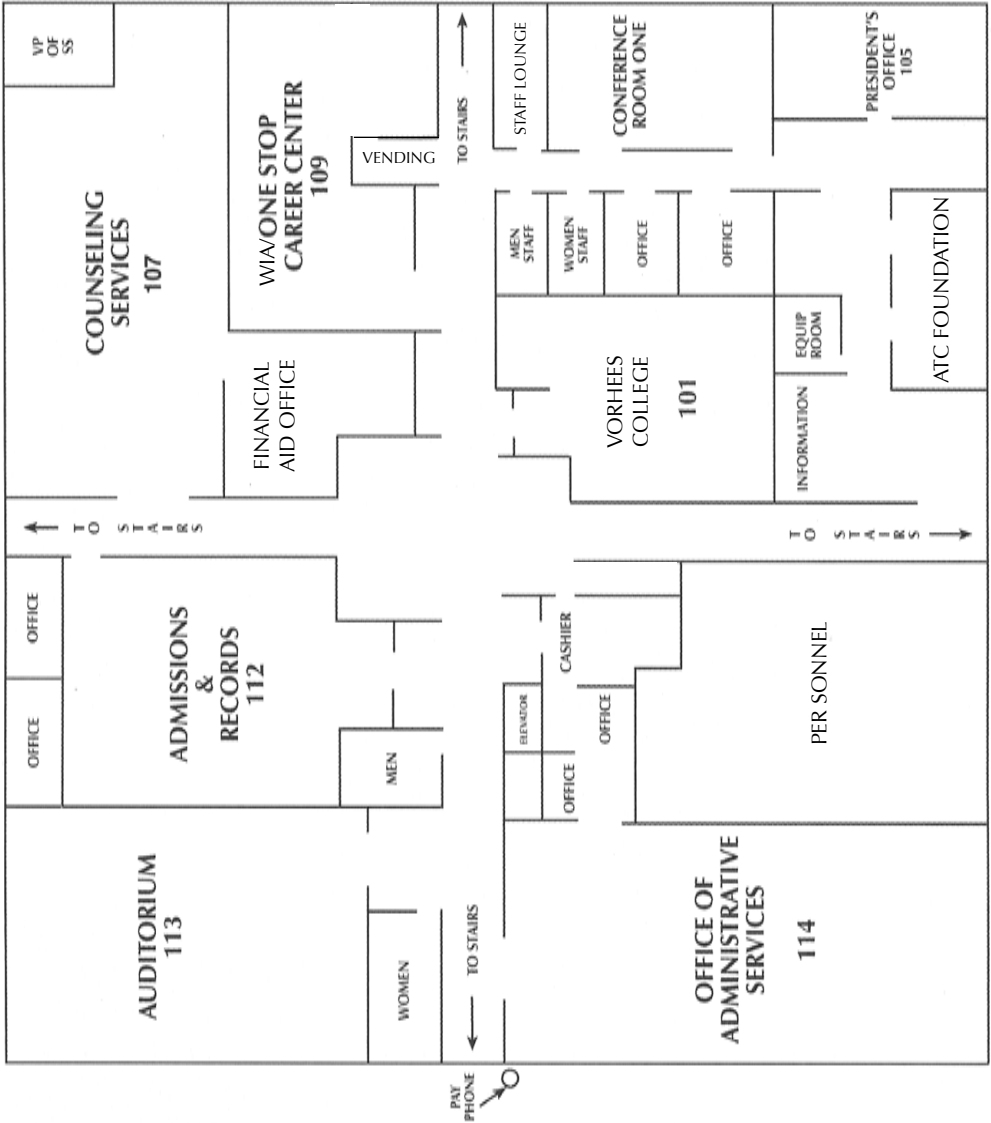


<b>Campus Buildings*</b>	<b>Numbers</b>
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Ashley J. Little Administration Building.....	100-200
300 Building.....	300
400 Building.....	400
500-600 Building.....	500-600
Campus Security.....	650
700-800 Building.....	700-800
Gregg-Graniteville Student Activities Center.....	900
Dale Phelon Information Technology Center.....	1000-1100
Health and Science Building.....	1200-1400
Maintenance Building.....	1500
CSRA Manufacturing and Technology Training Center..	1800

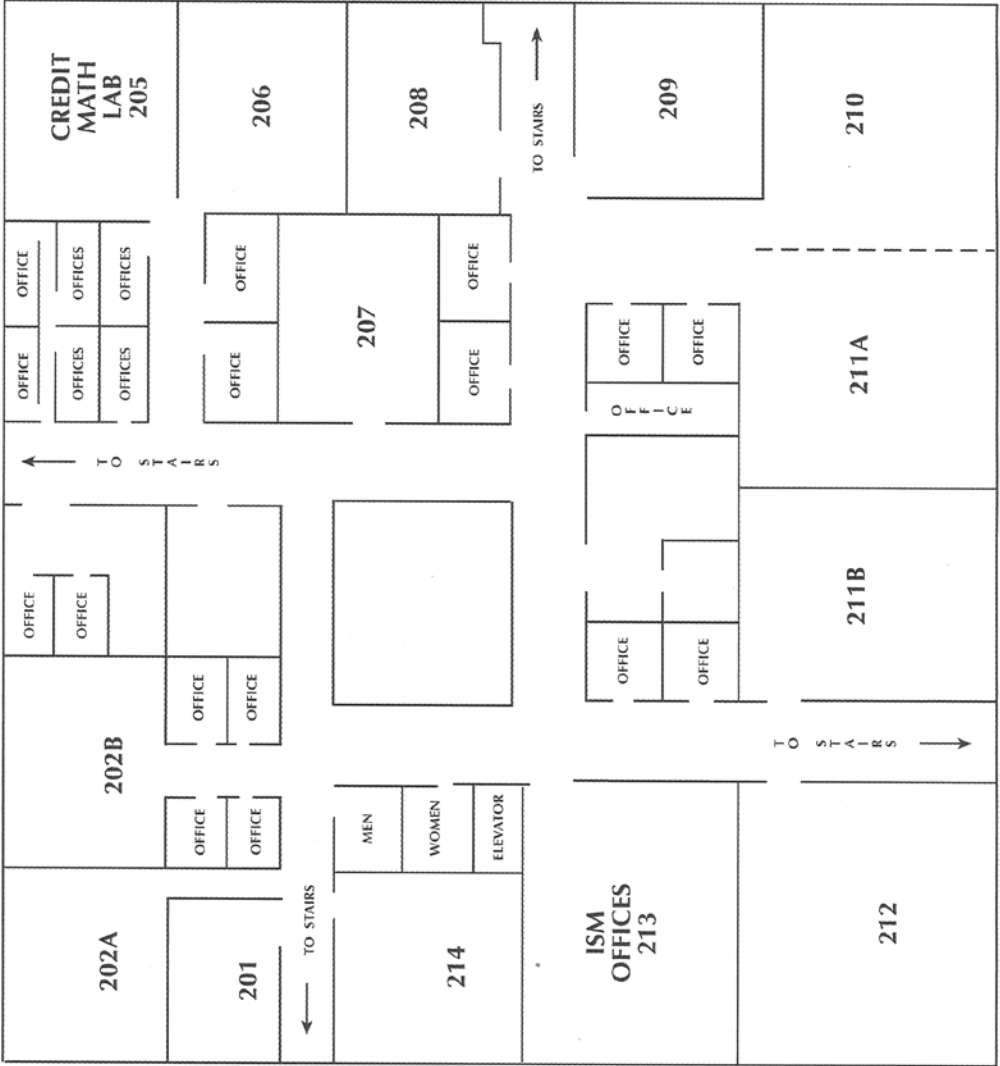
# Part VI: Campus Maps

## Ashley J. Little Administration Building - First Floor (100s)



# Part VI: Campus Maps

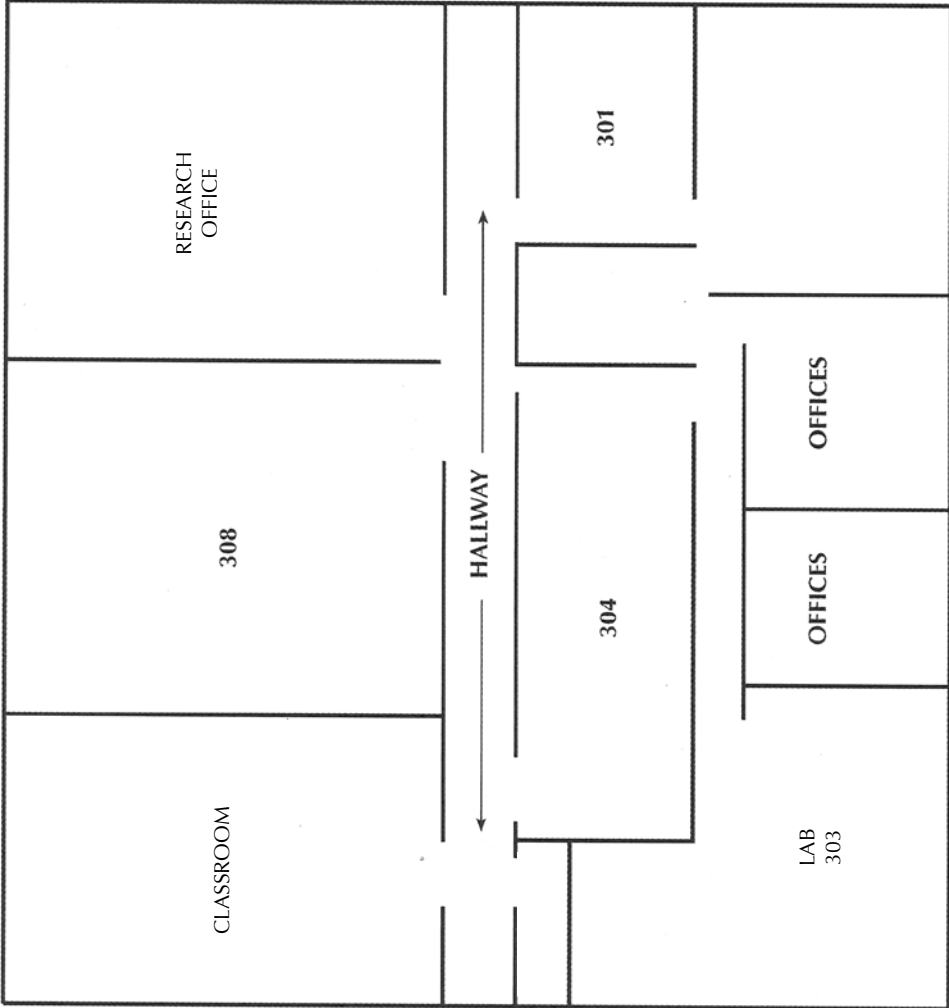
## Ashley J. Little Administration Building - Second Floor (200s)





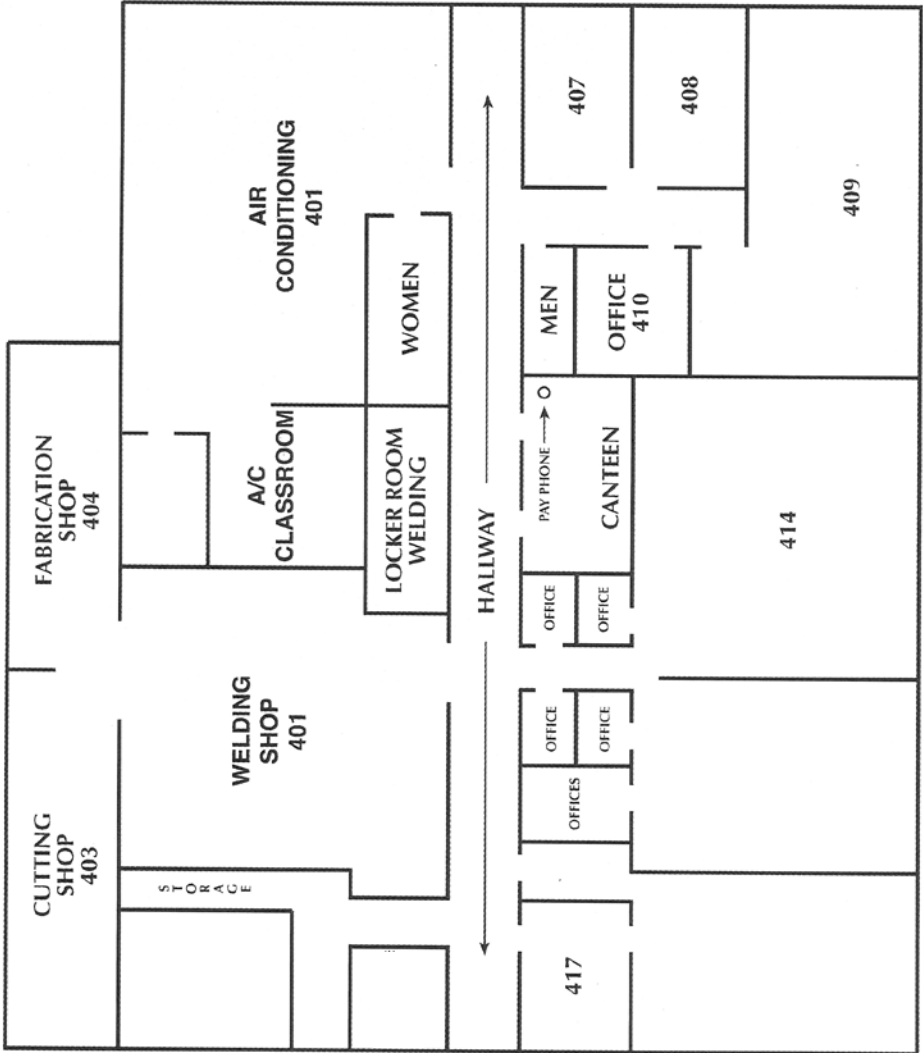
# Part VI: Campus Maps

## 300 Building (300s)



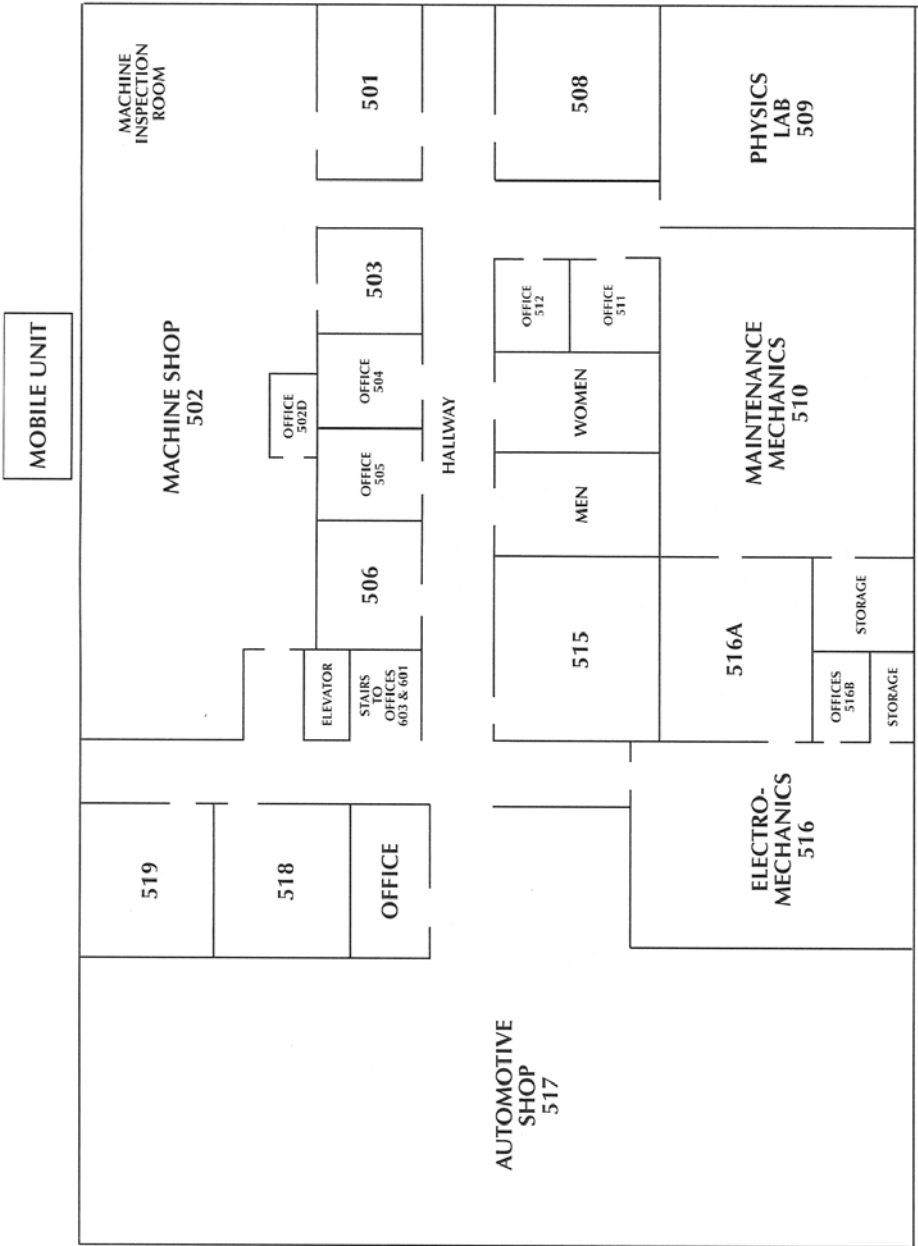
# Part VI: Campus Maps

## 400 Building (400s)



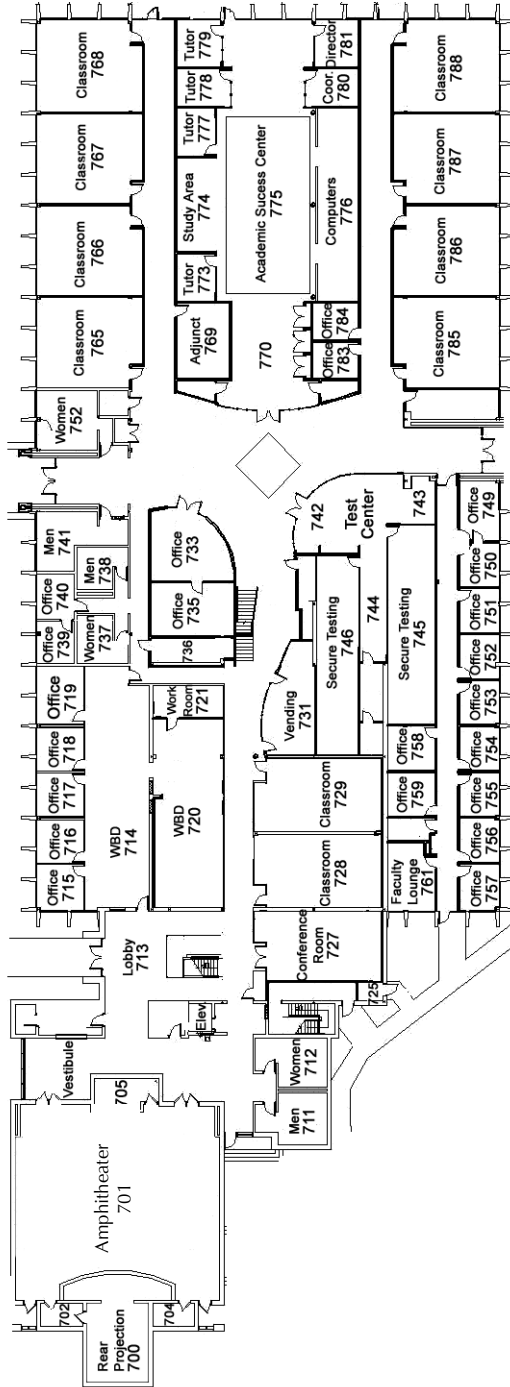
# Part VI: Campus Maps

## 500-600 Building - (500s and 600s)



# Part VI: Campus Maps

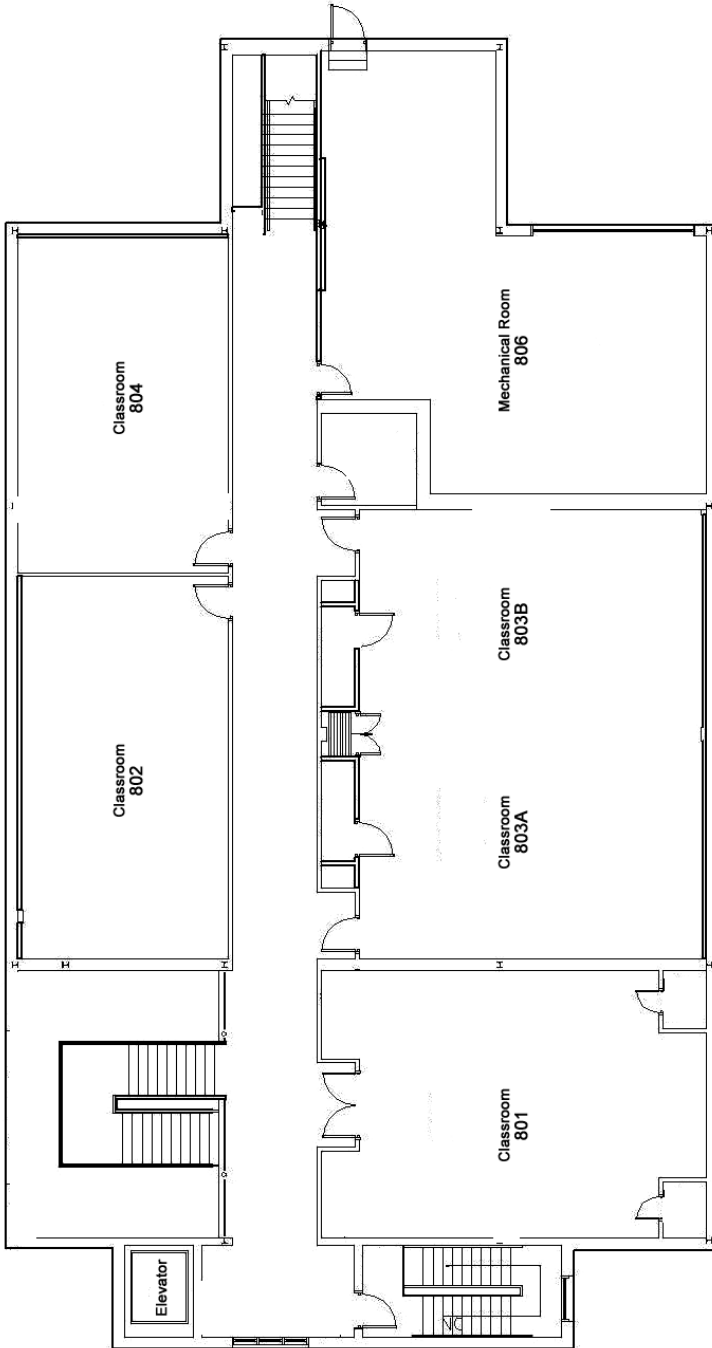
## 700-800 Building - First Floor (700s)



# Part VI: Campus Maps

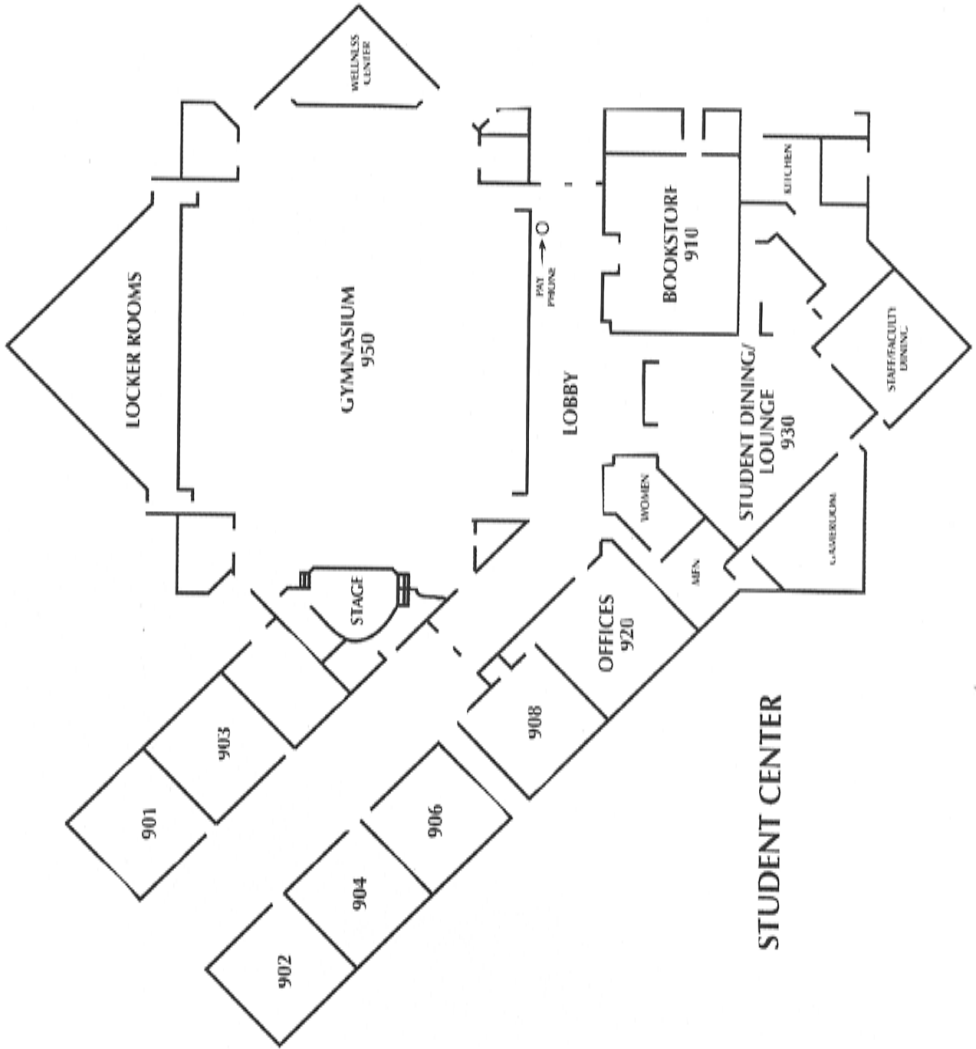
## 700-800 Building - Second Floor (800s)

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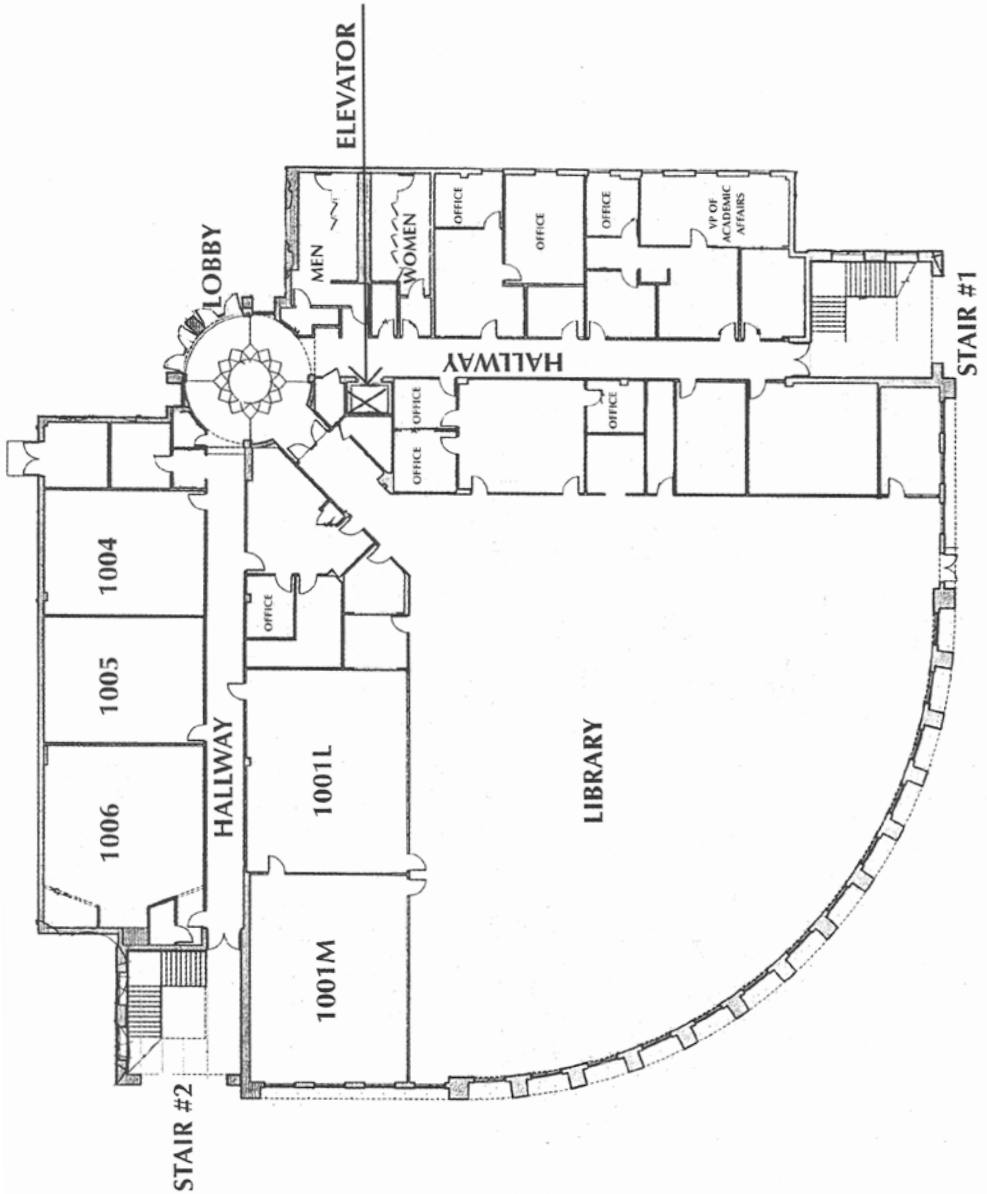
# Part VI: Campus Maps

## Gregg-Graniteville Student Activities Center (900s)



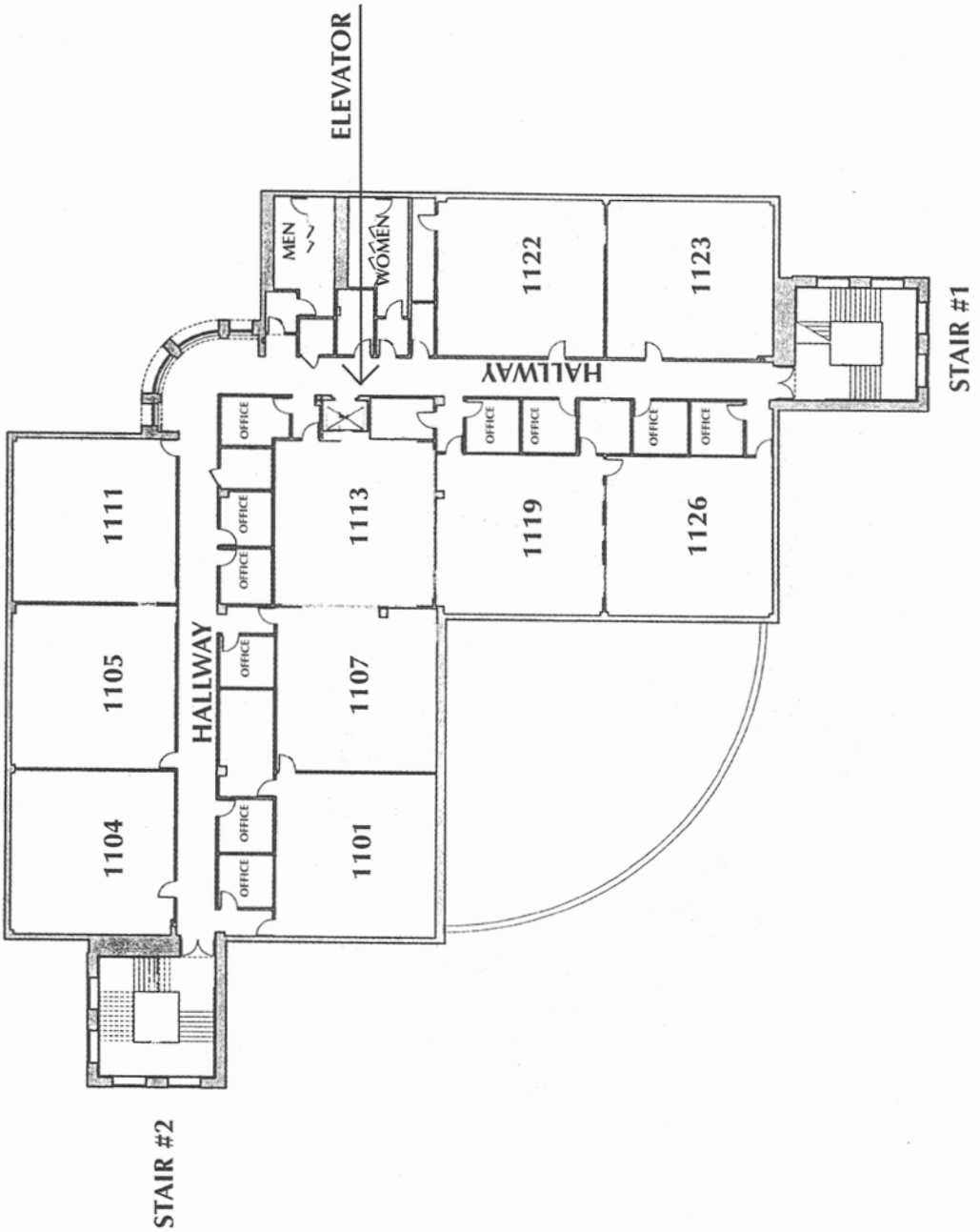
# Part VI: Campus Maps

## Dale Phelon Information Technology Center - First Floor (1000s)



# Part VI: Campus Maps

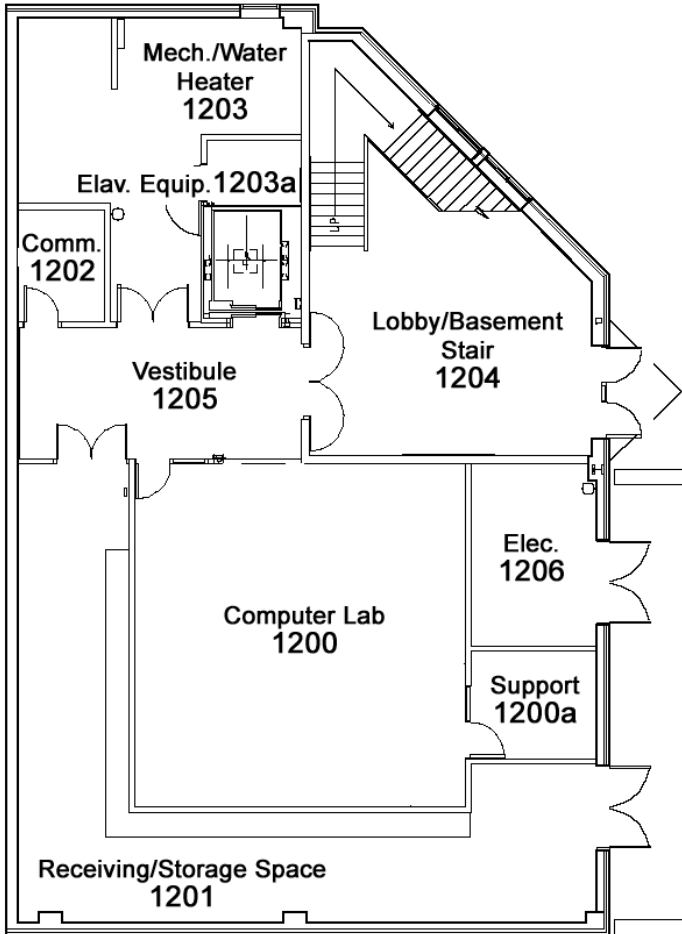
## Dale Phelon Information Technology Center - Second Floor (1100s)





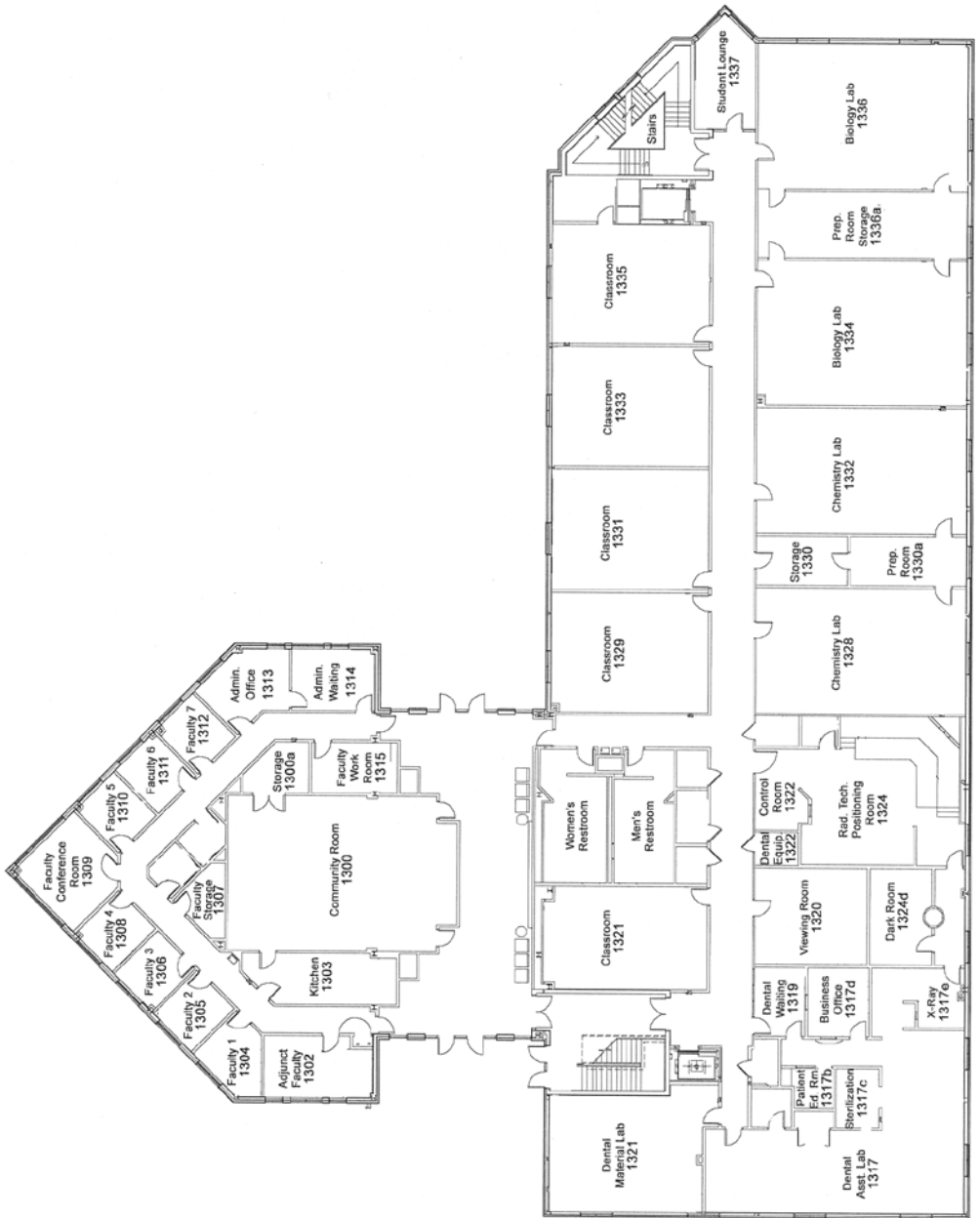
# Part VI: Campus Maps

## Health and Science Building - Ground Floor (1200s)



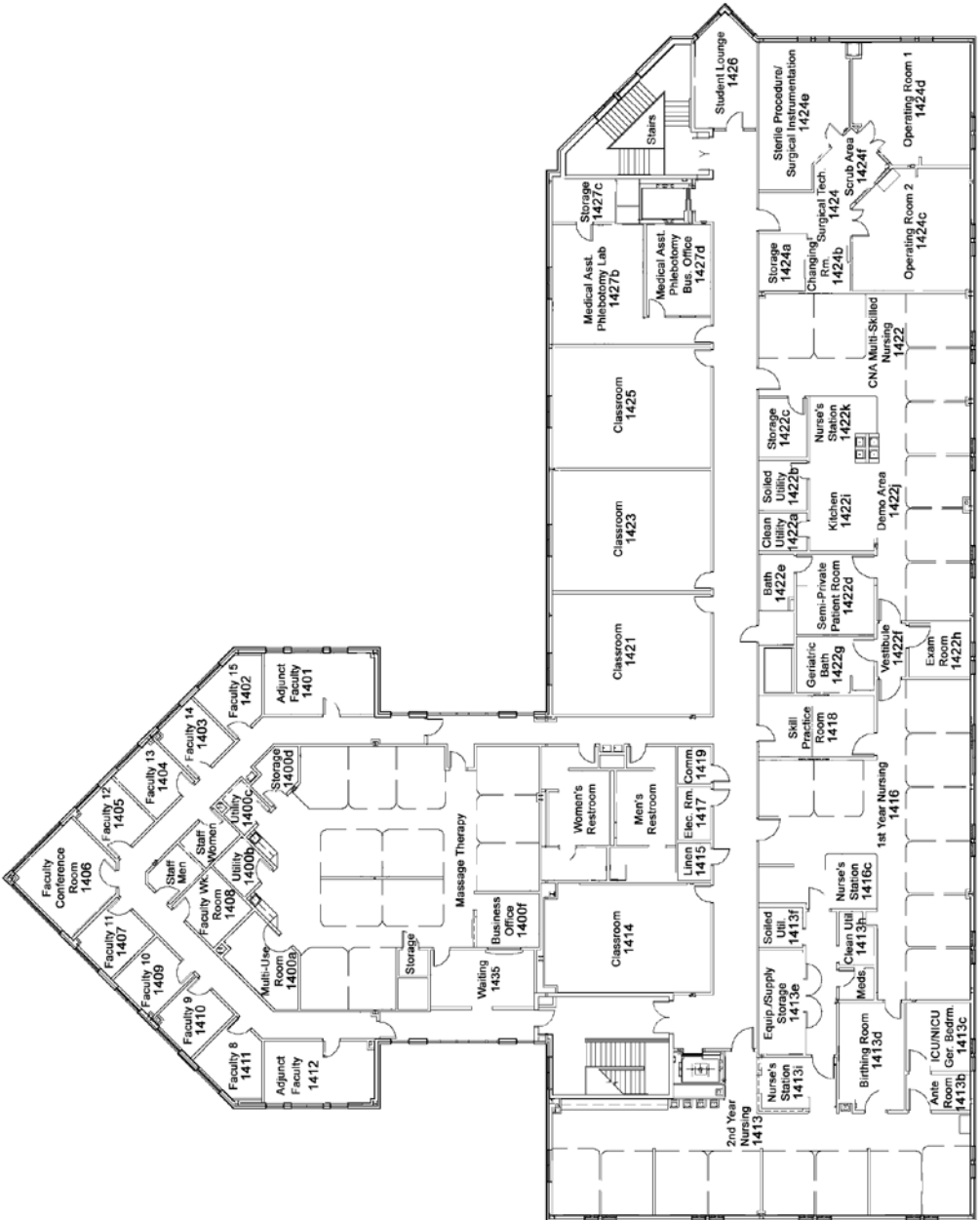
# Part VI: Campus Maps

## Health and Science Building - First Floor (1300s)



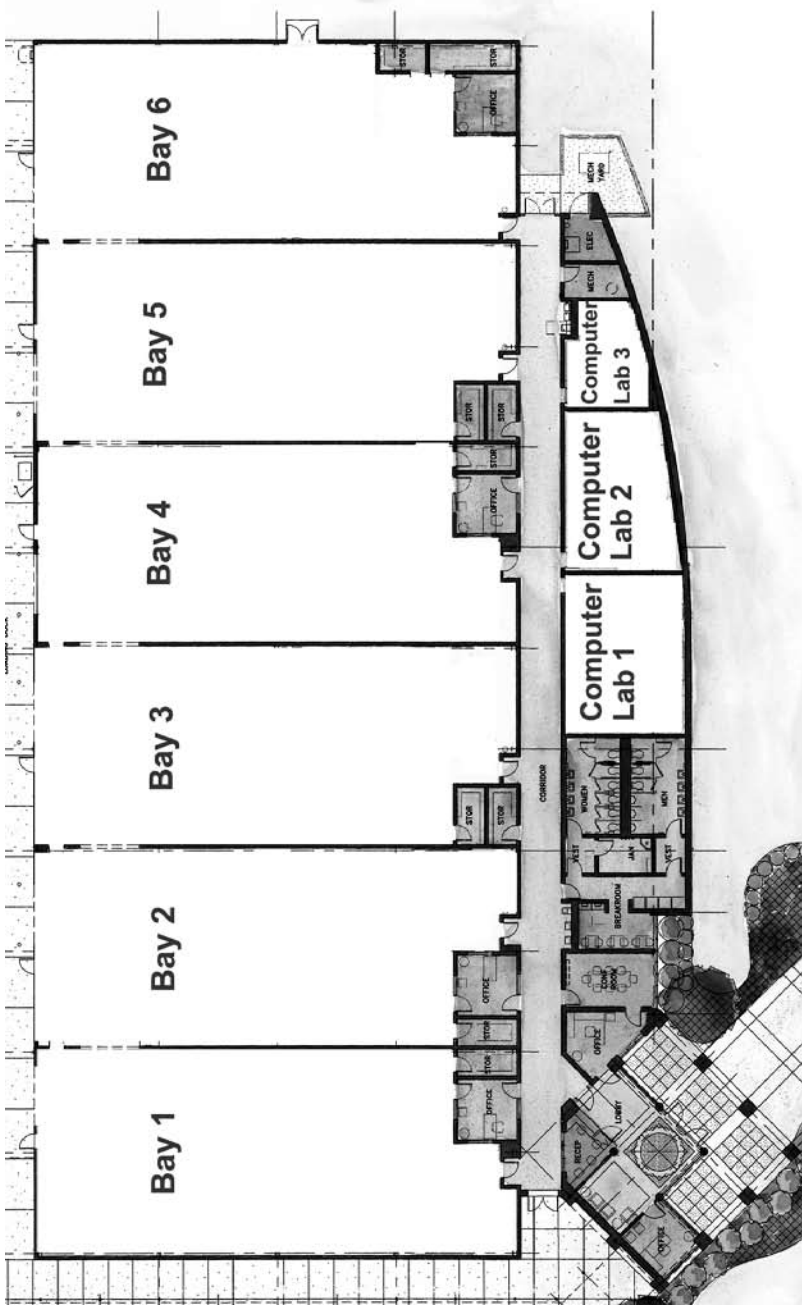
# Part VI: Campus Maps

## Health and Science Building - Second Floor (1400s)



# Part VI: Campus Maps

## CSRA Manufacturing and Technology Training Center (1800s)



# NOTES